



Health & Safety Policy  
for  
Ultra Syntec

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## STATEMENT OF SAFETY POLICY

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

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

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

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

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

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

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

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

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

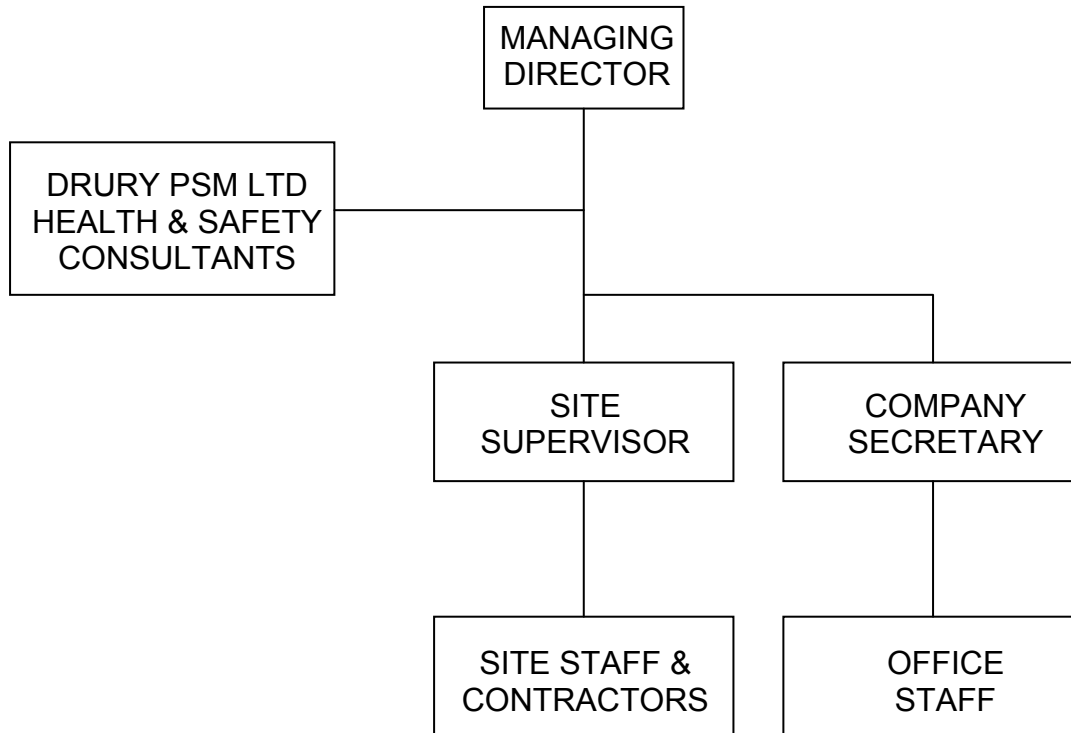
**Signed:**

A handwritten signature in black ink, appearing to be 'A. A. A. A. A.', is written over a light yellow rectangular background.

**Date: 1<sup>st</sup> August 2011**

**Position: Managing Director**

## MANAGEMENT STRUCTURE FOR HEALTH AND SAFETY



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

## APPOINTMENT OF SPECIFIC HEALTH AND SAFETY DUTIES

	<b>Name</b>	<b>Position</b>
Health and Safety Co-ordinator	Vicki Hoyle	Company Secretary/Director
Risk Assessment Co-ordinator	Lee Sunderland	Director
Violence & Aggression at Work Co-ordinator	Vicki Hoyle	Company Secretary/Director
Safety Training Co-ordinator	William Hoyle	Director
Work Related Stress Co-ordinator	Simeon Hoyle	Director
Personal Protective Equipment Co-ordinator	William Hoyle	Director
Manual Handling Co-ordinator	William Hoyle	Director
Fire & Emergency Evacuation Co-ordinator	William Hoyle	Director
Electrical Safety Co-ordinator	Lee Sunderland	Director
DSE Safety Co-ordinator	Lee Sunderland	Director
Noise at Work Co-ordinator	William Hoyle	Director
Control of Substance Hazardous to Health Co-ordinator	William Hoyle	Director
Occupational Health Co-ordinator	Simeon Hoyle	Director
Control of Contractors Co-ordinator	Lee Sunderland	Director
Consultation with Employees Co-ordinator	Vicki Hoyle	Company Secretary/Director
Pressure Systems Co-ordinator	Lee Sunderland	Director
First Aid and Accident Investigation Co-ordinator	Simeon Hoyle	Director
Work Equipment Co-ordinator	William Hoyle	Director
Control of Vibration at Work Co-ordinator	William Hoyle	Director
Transport Co-ordinator	Lee Sunderland	Director
Control of Smoking Co-ordinator	Simeon Hoyle	Director
Welfare Co-ordinator	William Hoyle	Director
Confined Spaces Co-ordinator	Lee Sunderland	Director
Construction Work Co-ordinator (CDM)	Lee Sunderland	Director
Hot Works Co-ordinator	Simeon Hoyle	Director
Lone Working Co-ordinator	Simeon Hoyle	Director
Asbestos Co-ordinator	Simeon Hoyle	Director

## **1. ORGANISATION**

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

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

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

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

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

**4. Supervisors will ensure that:**

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

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

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

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



**6. HEALTH AND SAFETY POLICY REVIEW**

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

<b>Date of Policy Review</b>	<b>H &amp; S Co-ordinators Signature</b>	<b>Brief Description of Changes</b>

**HEALTH AND SAFETY**

**CODE OF CONDUCT**

**AND**

**EMERGENCY PROCEDURES**

## **STATEMENT OF SAFETY POLICY**

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

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

## COMMUNICATING THE HEALTH AND SAFETY POLICY

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

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

To enable the company to fulfil our legal obligations, your co-operation, assistance and involvement is of the utmost importance.

You have a legal duty to:

- Co-operate with the company on all health and safety related issues.
- Ensure your health and safety and that of others, and be accountable for your actions.
- Not to interfere with or misuse anything provided in the interest of health and safety.
- Report accidents, incidents or anything which might cause danger.

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

To implement the Health and Safety Policy, we are required to identify hazards and take effective measures to reduce and control the risks. Your suggestions and experience will be an important contribution in determining the actions necessary to achieve this. You should not carry out any task which means deviating from the agreed methods of work.

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

## **CODE OF CONDUCT AND EMERGENCY PROCEDURES**

### **Please Report:**

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

### **General**

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

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

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

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

## **Hygiene**

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

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

### **Please Don't**

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

## **Electrical**

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

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

### **Please Don't**

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

## **Work Equipment**

### **Please Don't**

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

## **First Aid**

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

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

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

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

## **Substances**

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

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

## **Personal Protective Equipment**

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

- Wear items of protective clothing/equipment provided. In particular these may include, eye, head, hearing, feet, gloves and personal respiratory equipment that are appropriate to your duties.
- Maintain all protective clothing and equipment properly and inform the company of any loss or damage to such clothing and equipment.
- Store protective clothing/equipment properly and do not remove it from the premises unless authorised to do so.

## **Safe Access**

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

- Work at height unless you have safe access equipment, are authorised to do so, and the work is undertaken in a safe, pre-planned manner.
- Climb racking or any structure or stand on chairs or other unsuitable equipment or surfaces.



## **FIRE**

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

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

### **Please Don't**

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

**Remember - You must accept responsibility for your own health and safety whilst at work by co-operating with the company**

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

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

## **FURTHER INFORMATION**

### **Stress**

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

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

### **Violence at work**

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





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

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





### **Ideas and Suggestions**

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

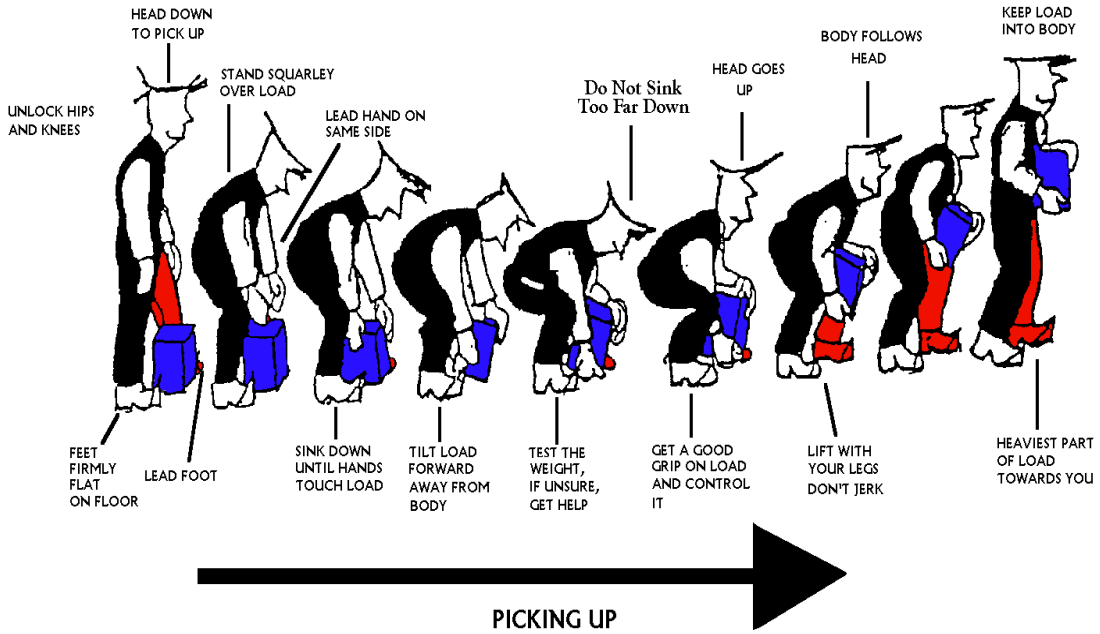
## COSHH REGULATIONS HAZARD SYMBOLS

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

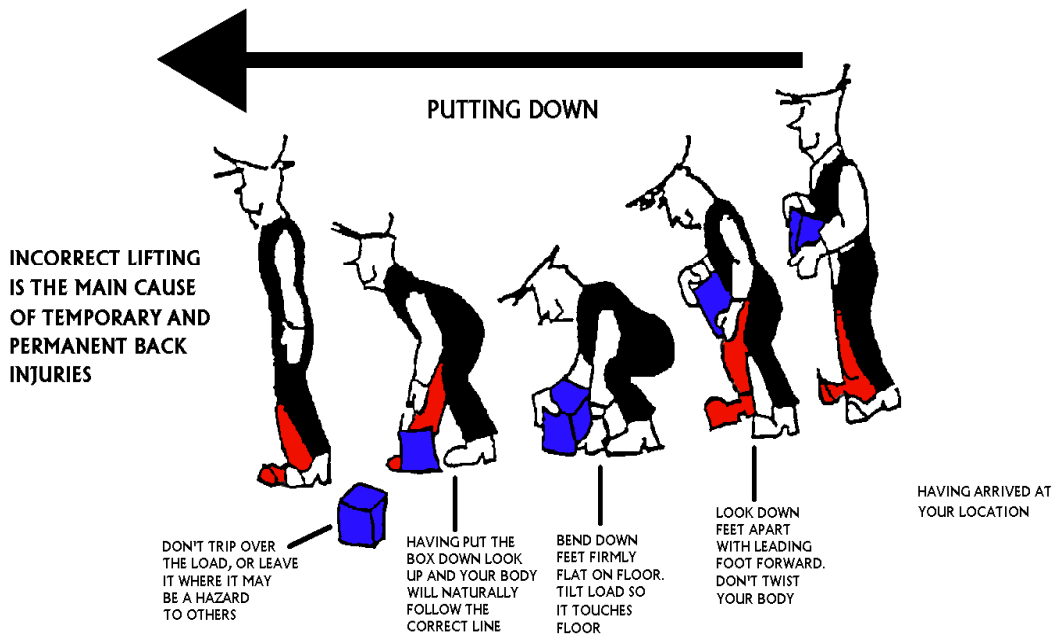
## EXPLOSIVE AND FLAMMABLE SUBSTANCES

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

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



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



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

## **Policy**

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

## **1. ARRANGEMENTS FOR RISK ASSESSMENTS**

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

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

## 2. RISK MANAGEMENT MONITORING AND REVIEW CHECKLIST

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

Name: .....

Date: .....

**Yes No**

1.1	Has an initial audit been carried out to identify significant hazards, determine the adequacy of existing controls and highlight areas where further assessment is required?		
1.2	Are the significant findings of the assessments recorded to show how they arise, impact on those affected, that a proper check has been made and to assist in future monitoring and review?		
1.3	Has an action plan that allows reasonable timescales and sufficient resources to address inadequacies and implement control measures to eliminate or reduce the risk to as low a level as is reasonably practicable been scheduled?		
1.4	Is sufficient guidance, training and support in hazard identification, risk assessment and the requirements of relevant legislation provided for nominated staff?		
1.5	Is the information required by employees to ensure their health and safety relevant and communicated to them in a comprehensible manner?		
1.6	Where our activities interact with others are the arrangements for co-operation and co-ordination, communication and supervision effective in controlling the risks to health and safety of all who may be affected?		
1.7	Have levels of competence been established and training needs identified and met with records maintained?		
1.8	Is the implementation and the effectiveness of the control measures monitored?		
1.9	Are risk assessments reviewed at appropriate intervals to ensure they remain valid and 'suitable and sufficient'?		
1.10	Is proper use made of the specialist advice and assistance available?		

### Comments/Further Action

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

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

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	
1.8	
1.9	
1.10	

Date .....

Completed By .....

Signed .....

## **CONSULTATION WITH EMPLOYEES**

### **Policy**

We recognise the importance and benefits to be gained by consultation with our employees on all health and safety matters. We will ensure that arrangements are in place to consult our employees on the introduction of any measure at the workplace which may substantially affect the health and safety of those employees, our arrangements for appointing a competent person, the planning and organisation of health and safety training and the consequences of introducing new technology into the workplace. We will ensure that all employees with whom we consult (or their representatives) are provided with sufficient information to enable them to fully and effectively carry out their functions. We will provide employee representatives information on reportable accidents and allow them to make representations on general health and safety matters, potential hazards and dangerous occurrences in the workplace. We will allow employee representatives to consult with inspectors from the enforcing authority and ensure that they are adequately trained to fulfil their role. We will meet any reasonable costs associated with such training and allow time off with pay to enable the representative to perform their functions. We will deliver information to workers who do not speak or read English through a translator or we will use visual presentations, rather than delivering written or oral instructions. We will also make use of photographs and diagrams in our work instructions, etc. Where the use of safety signs and signals are necessary, within the workplace, changes will be made as necessary.

## **1. ARRANGEMENTS FOR CONSULTATION WITH EMPLOYEES**

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

- 1.1 Arrangements are in place to consult employees or their representatives on health and safety issues.
- 1.2 Consultation takes place on the arrangements for appointing a competent person.
- 1.3 Employee representatives are provided with sufficient information and training to enable them to carry out their functions effectively.
- 1.4 Employee representatives are provided with information on reportable accidents.
- 1.5 Employee representatives are encouraged to make representations on general health and safety matters, potential hazards and dangerous occurrences in the workplace.
- 1.6 Employee representatives are allowed to consult with inspectors from the Enforcing Authority.
- 1.7 Employee representatives are allowed sufficient time off from their normal work to allow them to perform their functions.
- 1.8 Where workers do not speak or read English, effective arrangements are established, such as a translator or translated or graphic documents and signs, to successfully communicate our requirements, particularly for health and safety.

## 2. CONSULTATION WITH EMPLOYEES MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan  
Positive answers should cross-reference supporting material  
Any questions answered as N/A must be qualified*

**Name:**.....

**Date:**.....

		Yes	No	N/A
1.1	Are arrangements in place to consult employees or their representatives on health and safety issues?			
1.2	Has consultation taken place on the arrangements for appointing a competent person?			
1.3	Are employee representatives provided with sufficient information and training to enable them to carry out their functions effectively?			
1.4	Are employee representatives provided with information on reportable accidents?			
1.5	Are employee representatives encouraged to make representations on general health and safety matters, potential hazards and dangerous occurrences in the workplace?			
1.6	Are employee representatives allowed to consult with inspectors from the Enforcing Authority?			
1.7	Are employee representatives allowed sufficient time off from their normal work to allow them to perform their functions?			
1.8	Where workers do not speak or read English, are effective arrangements in place, such as a translator or translated or graphic documents and signs, to successfully communicate health and safety requirements?			

**Comments /Further Action**

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

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

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Date .....

Completed By .....

Signed .....

## **SAFETY TRAINING POLICY ARRANGEMENTS**

### **Policy**

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

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

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

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

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

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

*Positive answers should cross-reference supporting material*

Name: .....

Date: .....

Yes No

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

**Comments/further action**



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

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

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Date .....

Completed By .....

Signed .....

## **WELFARE POLICY ARRANGEMENTS**

### **Policy**

We will provide welfare facilities in accordance with the requirements of the Workplace (Health, Safety and Welfare) Regulations as a minimum. Suitable and sufficient facilities will be provided taking into account the number of people and the tasks or work they will be undertaking. We will ensure that all facilities provided are effectively maintained in a clean and orderly condition at all times and that they are suitable for the purpose for which they are intended. We will repair any defects or damage to welfare facilities and will provide all employees with suitable information relating to welfare facilities.

## **1. ARRANGEMENTS FOR WELFARE FACILITIES**

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

- 1.1 There are provisions for drinking water and a means of consuming it (cups or drinking fountain).
- 1.2 Arrangements are in place for heating food and providing adequate facilities for making hot drinks.
- 1.3 Adequate numbers of tables and chairs are provided for persons to rest.
- 1.4 Arrangements are in place to ensure adequate heating and ventilation of the workplace.
- 1.5 Arrangements are in place for the adequate cleaning and maintenance of our premises including toilets, washing, changing and drying facilities.
- 1.6 Sufficient sanitary and washing facilities are provided for the number of employees likely to be permanently occupying the premises.
- 1.7 Separate changing facilities are available where necessary for men and women and adequate facilities for the storage of clothing is provided.
- 1.8 Arrangements are in place for the effective means of disposal of sanitary waste from female toilets.
- 1.9 Adequate lighting is provided and maintained throughout the premises.
- 1.10 There is sufficient room and space available for each employee to carry out their duties safely.
- 1.11 Workstations and seating is provided and arranged to allow tasks to be carried out safely and comfortably.
- 1.12 Suitable and effective arrangements are in place for the maintenance of the workplace and of equipment, devices and systems provided.
- 1.13 Adequate arrangements are in place for controlling the movement of vehicles and pedestrians such that both can circulate in a safe manner.

## 2. WELFARE FACILITIES MONITORING AND REVIEW CHECKLIST

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

*Positive answers should cross-reference supporting material*

**Name:** .....

**Date:** .....

**Yes No**

1.1	Are there provisions for drinking water and a means of consuming it (cups or drinking fountain)?		
1.2	Are arrangements in place for heating food and providing adequate facilities for making hot drinks?		
1.3	Are there adequate numbers of tables and chairs provided for persons to rest?		
1.4	Are arrangements in place for adequately heating and ventilating the workplace?		
1.5	Are adequate arrangements in place for the cleaning and maintenance of the premises including toilets, washing, changing & drying facilities?		
1.6	Are sufficient sanitary and washing facilities provided for the number of employees likely to be permanently occupying the premises?		
1.7	Is separate changing facilities available where necessary for men and women?		
1.8	Are arrangements in place for the effective means of disposal of sanitary waste from female toilets?		
1.9	Is adequate lighting is provided and maintained throughout the premises?		
1.10	Is there sufficient room and space available for each employee to carry out their duties safely?		
1.11	Are workstations and seating provided and arranged to allow tasks to be carried out safely and comfortably?		
1.12	Are suitable and effective arrangements in place for the maintenance of the workplace, equipment, devices and systems provided?		
1.13	Are adequate arrangements in place for controlling the movement of vehicles and pedestrians so that both can circulate in a safe manner?		

**Comments/Further Action**

### 3. WELFARE FACILITIES MONITORING AND REVIEW

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

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Date .....

Completed By .....

Signed .....

# **FIRST AID, INCIDENT REPORTING AND INVESTIGATION POLICY**

## **Policy**

We will provide sufficient numbers of qualified first aiders or appointed persons as appropriate to our undertaking. We will also provide adequate first aid facilities for the treatment of any injuries sustained by any of our employees. We will instigate and maintain procedures to enable the reporting of injuries, disease and dangerous occurrences along with any near miss incidents. All incidents will be investigated to determine causation and any reasonably practical improvements to prevent recurrence will be implemented.

## **ARRANGEMENTS FOR THE PROVISION OF FIRST AID, INCIDENT REPORTING AND INVESTIGATION**

### **1. The First Aid and Incident Co-ordinator will ensure that:**

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

**2. FIRST AID, INCIDENT REPORTING AND INVESTIGATION MONITORING AND REVIEW CHECKLIST**

*Negative answers should have corresponding entries on the Action Plan  
 Positive answers should cross-reference supporting material  
 Any questions answered as N/A must be qualified*

**Name:** .....

**Date:** .....

**Yes No N/A**

1.1	Are there sufficient numbers of qualified trained first aiders or appointed persons with the company and is refresher training provided?			
1.2	Are adequate facilities provided and maintained at all our places of work for the treatment of any injuries sustained by our employees?			
1.3	Are employees provided with information regarding the provision of First Aid, location of equipment, facilities and relevant personnel?			
1.4	Is a data protection compliant accident book available for recording of injuries along with an effective procedure to ensure confidentiality of records?			
1.5	Is an effective procedure in place to facilitate the investigation and reporting of injuries, diseases, dangerous occurrences and near miss incidents?			
1.6	Are accident statistics maintained to identify trends?			
1.7	Are actions identified by trends followed through effectively?			
1.8	Are actions identified by incident investigations followed through?			

**Comments/further action**



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

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

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Completed By: .....

Signed: .....

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

## **Policy**

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

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

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

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

## 2. FIRE SAFETY MONITORING AND REVIEW CHECKLIST

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

Name: .....

Date: .....

**Yes No**

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

### Comments/Further Action

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

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

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Completed By .....

Signed .....

## **DISPLAY SCREEN EQUIPMENT**

### **Policy**

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

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

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

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

## 2. DISPLAY SCREEN EQUIPMENT MONITORING AND REVIEW CHECKLIST

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

*Positive answers should cross-reference supporting material*

**Name:** .....

**Date:** .....

**Yes No**

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

**Comment/Further Action**



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

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

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Completed By .....

Signed .....

## **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

### **Policy**

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

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

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

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

## 2. COSHH MONITORING AND REVIEW CHECKLIST

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

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

Name: .....

Date: .....

Yes No N/A

		Yes	No	N/A
1.1	Is the COSHH inventory up-to-date and are safety data sheets available for all substances?			
1.2	Has the information on data sheets been used to assess the substances taking into account the circumstances in which exposure may occur?			
1.3	Have the potential risks and precautionary measures been communicated to employees and been understood?			
1.4	Has sufficient effort been made to find ways of achieving the same result through different means and eliminating the hazardous substances?			
1.5	Has sufficient effort been made to substitute with less hazardous alternatives?			
1.6	Where it is not possible to eliminate or substitute hazardous substances have engineering methods been employed to best effect?			
1.7	Are there any substances, for which assessments have not yet been undertaken, present from the workplace?			
1.8	Have the results of assessments been brought to the attention of all relevant employees?			
1.9	Is there documentary evidence of statutory examinations and adequate maintenance to ensure effective functioning of engineering controls?			
1.10	Is personal protective equipment provided only as a last resort and is it suitable for its use, used correctly and is its use enforced?			
1.11	Are safe systems of work monitored to ensure their effectiveness?			
1.12	Is workplace monitoring of exposure or health surveillance required?			
1.13	Do contractors provide evidence of adequate control over hazardous substances?			
<b>Comment/Further Action</b>				

### 3. COSHH ACTION PLAN

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

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Date .....

Completed By .....

Signed .....

# **ELECTRICAL SAFETY**

## **Policy**

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

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

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

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

## 2. ELECTRICAL SAFETY MONITORING AND REVIEW CHECKLIST

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

Name: .....

Date: .....

**Yes No**

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



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

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

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Date .....

Completed By .....

Signed .....

## **CONTROL OF SMOKING AT WORK POLICY (ENGLAND)**

### **Policy**

The Company recognises that it has both a moral and a legal duty to ensure, as far as is reasonably practicable, that employees, contractors, customers and visitors to the Company have the right to work or visit without being exposed to tobacco smoke. Therefore smoking will be prohibited throughout the entire workplace. We will ensure that warning notices are conspicuously displayed in, on and near our premises informing persons in or approaching our premises that smoking is not permitted. All employees and visitors to the site will be given relevant information regarding our smoking policy. Procedures for dealing with those who do not comply with the smoking policy are in place within the normal disciplinary system. We will provide support and advice, on request, for smokers who wish to stop smoking.

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

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

- 1.1 All existing employees are informed of the Company smoking policy and where relevant their role in the implementation and monitoring of the policy.
- 1.2 Any prospective employee is made aware of the smoking policy before being offered a position within the Company.
- 1.3 Any new personnel receive a copy of the policy on recruitment/induction.
- 1.4 Appropriate 'No Smoking' signs are clearly displayed at the entrances to and within the premises.
- 1.5 All Company vehicles other than Company cars where express agreement has been given to permit smoking have 'No Smoking' signs applied to an appropriate place within the vehicle.
- 1.6 Support and advice are provided for employees who wish to stop smoking.
- 1.7 Appropriate disciplinary procedures are in place to deal with persons who do not comply with this policy.
- 1.8 Employees are aware of the procedure to follow should a visitor to the site fail to comply with the policy.

## 2. CONTROL OF SMOKING AT WORK POLICY MONITORING & REVIEW

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

Name: .....

Date: .....

**Yes No**

1.1	Have all existing employees received information regarding the 'No Smoking' policy and are the relevant persons aware of their roles to implement and monitor the policy?		
1.2	Are prospective employees made aware of the smoking policy before offered a position within the Company?		
1.3	Do all new personnel receive a copy of the 'No Smoking' policy on induction to the Company?		
1.4	Are 'No Smoking' notices clearly displayed at the entrances and around the premises?		
1.5	Do all Company vehicles display 'No Smoking' information/stickers?		
1.6	Are support and advice available for employees who wish to stop smoking?		
1.7	Have disciplinary procedures been implemented to deal with the employees who smoke on the premises?		
1.8	Are employees aware of the action to be taken if a visitor to the site fails to comply with the 'No Smoking' policy?		

**Comments/Further Action**

**3. CONTROL OF SMOKING AT WORK MONITORING AND REVIEW ACTION PLAN**

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

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Date .....

Completed By .....

Signed .....

# MANUAL HANDLING POLICY

## Policy

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

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

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

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

## 2. MANUAL HANDLING POLICY MONITORING AND REVIEW CHECKLIST

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

Name: .....

Date: ..... Yes No

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

**Comments/Further Action**



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

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

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Date .....

Completed By .....

Signed .....

# OCCUPATIONAL HEALTH

## **Policy**

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

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

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

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

## 2. OCCUPATIONAL HEALTH MONITORING AND REVIEW CHECKLIST

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

Name: .....

Date: .....

**Yes No**

1.1	Are measures in place to recognise, evaluate and control any health risks to the employees and others from their working environment?		
1.2	Is sufficient information and where required training on the associated health risks and controls provided for all relevant employees?		
1.3	Are suitable facilities in place for employees' health to be examined where it has been identified that they are at significant risk from exposure to physical, chemical, biological or ergonomic stressors?		
1.4	Is competent external advice necessary and has it been sought?		
1.5	If required are special measures, such as skin examinations, vaccinations and immunisations etc. initiated?		
1.6	Is long term sickness absence reviewed, are employees supported during the sickness absence, and are they rehabilitated back into their workplace?		
1.7	Where required is supplementary information from General Practitioners or Hospital Consultants obtained with written permission from the employees sought?		
1.8	Is workplace monitoring of exposure or health surveillance required?		

**Comment/Further Action**

### 3. OCCUPATIONAL HEALTH ACTION PLAN

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

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Date .....

Completed By .....

Signed .....

# THE CONTROL OF NOISE AT WORK POLICY

## Policy

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

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

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

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

## 2. NOISE AT WORK MONITORING & REVIEW

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

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

Name: .....

Date: .....

Yes No N/A

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

**Comments/ Further Action:**



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

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

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Date .....

Completed By .....

Signed .....

## **CONTROL OF VIBRATION AT WORK**

### **Policy**

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

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

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

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

## 2. VIBRATION MONITORING AND REVIEW CHECKLIST

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

Name: .....

Date: .....

**Yes No**

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

**Comment/Further Action**

### 3. VIBRATION ACTION PLAN

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

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Date .....

Completed By .....

Signed .....

## **HOT WORKS POLICY**

### **Policy**

Hot works can be a source of major material and property damage and therefore must be effectively managed. We will ensure as far as is reasonably practicable all such activities whether having a direct heat source or from activities where heat is generated from a particular task are effectively managed. We will ensure that all persons engaged in such works are trained and competent and are aware of the potential hazards associated with these works. We will provide suitable fire fighting provisions at or close to all hot works and ensure that hot work permits are used effectively.

## **1. ARRANGEMENTS FOR HOT WORKS**

### **The Hot Works Co-ordinator will ensure that:**

- 1.1 All hot works are assessed and suitable control measures are agreed and implemented.
- 1.2 Hot work permits are in place.
- 1.3 Suitable fire fighting equipment is available at or near to the location where hot works are being undertaken.
- 1.4 Areas where hot works are being undertaken are clear of combustible materials.
- 1.5 Fire retardant matting is used to protect floors or other surfaces and prevent sparks falling below when working at height.
- 1.6 Persons involved in hot works are suitably trained and are aware of the potential hazards associated with hot works.
- 1.7 Designated personnel carryout fire checks 30 minutes after completion of hot works.

## 2. HOT WORKS MONITORING AND REVIEW CHECKLIST

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

Name: .....

Date: .....

		Yes	No
1.1	Are all hot works assessed and suitable control measures agreed and implemented?		
1.2	Are hot work permits in place and used?		
1.3	Is suitable fire fighting equipment provided at or near to the location where hot works are being undertaken?		
1.4	Are areas where hot works undertaken cleared of combustible materials.		
1.5	Is fire retardant matting used to protect floors or other surfaces and prevent sparks falling below when working at height?		
1.6	Have all persons involved in hot works been suitably trained and made aware of the potential hazards associated with hot works?		
1.7	Do designated personnel carryout fire checks 30 minutes after completion of hot works?		
<b>Comments/further action</b>			



### 3. HOT WORKS MONITORING AND REVIEW ACTION PLAN

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

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Date .....

Completed By .....

Signed .....

# **CONFINED SPACES POLICY**

## **Policy**

We will, so far as is reasonably practicable, avoid the need for any employee to undertake work or enter a confined space. Where reasonably practicable to do so we will ensure work is carried out from outside of the space. Where work cannot be avoided or entry into a confined space is unavoidable, then any work or entry into a confined space will be risk assessed in accordance with a safe system of work. Any employees who are to work in or enter a confined space or be associated with any such tasks will be given adequate training, instruction and information to enable them to undertake the tasks in a safe manner. Equipment provided for use in confined space work or entry will be sourced and maintained as required to ensure it remains serviceable and in good working order.

## **1. ARRANGEMENTS FOR CONFINED SPACES**

### **The Confined Spaces Co-ordinator will ensure that:**

- 1.1 So far as is reasonably practicable work or entry into confined spaces is avoided.
- 1.2 Any works in, or entry into a confined space that cannot be avoided will be risk assessed and a safe system of work drawn up.
- 1.3 Where works or access in a confined space is unavoidable, emergency arrangements are put in place that will also safeguard rescuers before work commences.
- 1.4 A permit to work system is introduced alongside the safe system of work.
- 1.5 All persons who are required to work in, enter or are associated with confined spaces are given adequate information, instruction and training.
- 1.6 Employees are fit to undertake the tasks given to them.
- 1.7 All equipment for use in confined space work is fit for purpose and maintained in good working order.
- 1.8 Adequate supervision is provided commensurate with the level of risk identified in the risk assessment.

## 2. CONFINED SPACES MONITORING AND REVIEW CHECKLIST

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

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** .....

**Date:** .....

**Yes No N/A**

		Yes	No	N/A
1.1	As far as is reasonably practicable, is all work or entry into confined spaces avoided?			
1.2	Are risk assessments and safe systems of work drawn up for all works or entry into confined spaces that cannot be avoided?			
1.3	Where work or access in a confined space is unavoidable, are emergency arrangements put in place which also safeguard rescuers before such works or access commences?			
1.4	Is a permit-to-work system operated alongside the safe systems of work?			
1.5	Do all persons who are required to work in, enter or are associated with confined spaces given adequate information, instruction and training?			
1.6	Are employees fit to undertake the tasks given to them?			
1.7	Is all equipment used in confined space work fit for purpose and maintained in good working order?			
1.8	Is adequate supervision always provided?			

**Comments/further action**

### 3. CONFINED SPACES MONITORING AND REVIEW ACTION PLAN

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

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Date .....

Completed By .....

Signed .....

# **CONTROL OF ASBESTOS POLICY**

## **Policy**

We acknowledge the health hazards arising from exposure to asbestos and will protect our employees and others who may be exposed by our or our client activities so far as is reasonably practicable. With regard to employees and other people who are likely to come into contact or disturb any asbestos containing materials, we will ascertain if our client premises have any asbestos containing materials (ACMS) within or on them and minimise any potential exposure through effective management procedures.

In order to fulfil our statutory duties under the Control of Asbestos Regulations 2006 and Health and Safety legislation we will ensure risk assessments are undertaken and suitable steps are taken to ascertain whether the premises contain any ACMS prior to the commencement of any work undertaken.

The risk assessment will include details of the asbestos register and or plan including the location and condition of asbestos, including presumed ACMS, and assess the risk of the likelihood of anyone being exposed to asbestos fibres during the course of their work activities.

For non-licensed work, the risk assessment shall include a statement of the reasons why the work with asbestos will not require a licence. A detailed plan of works will be made to supplement the risk assessment.

For any licensed work, which includes working with asbestos insulation, asbestos coating or asbestos insulating board we acknowledge the need to hold a current and relevant licence issued by the Asbestos Licensing Unit.

## **1. ARRANGEMENTS FOR ASBESTOS**

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

- 1.1 An asbestos survey has been undertaken by a competent person and a plan or register drawn up to show the location and condition of any ACMs which may be found.
- 1.2 There is a written management plan which details the actions and measures necessary to manage the risk from asbestos.
- 1.3 Action has been taken on any recommendations or stipulations specified in the asbestos survey to prevent the release of any asbestos fibres.
- 1.4 Arrangements are in place to ensure the ongoing monitoring and review of any ACMs
- 1.5 A risk assessment will be undertaken prior to the commencement of any work which may be undertaken on business properties to ascertain where asbestos is present and determine its condition and location and likely exposure to asbestos fibres.
- 1.6 Prior to the commencement of work, all work is checked to ensure the work is non-licensed and documented on the risk assessment.
- 1.7 Any employees who undertake non-licensed work must be suitably trained and instructed on the task involved and plan of work.
- 1.8 Prior to work starting, a plan of work will be made which details what the work will involve, location, duration, procedures to reduce exposure, equipment and PPE required, decontamination procedures, waste disposal and emergency procedures.
- 1.9 When necessary, an asbestos survey by a competent person is undertaken to identify any materials on or in the workplace that may contain asbestos and a plan or register is drawn up to show the location and condition of any ACMs which may be found.
- 1.10 A written record of all ACMs, both confirmed and presumed, indicating the location and condition of all ACMs is kept up to date, held on site and readily available.
- 1.11 Safe systems of work are introduced to reduce the risk of exposure to ACMs and to address potential accidental exposure to asbestos containing products.
- 1.12 Procedures are in place to warn others that may come to work in or on the workplace of any ACMs which they may work near or potentially come into contact with.
- 1.13 All employees who may come into contact or disturb asbestos are suitably trained and have received asbestos awareness training annually.
- 1.14 Any work that requires a license will be undertaken by licensed specialist asbestos contractors.

## 2. ASBESTOS POLICY MONITORING AND REVIEW CHECKLIST

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

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** .....

**Date:** .....

		Yes	No	n/a
1.1	Has an asbestos survey been undertaken by a competent person and a plan or register drawn up to show the location and condition of any ACMs which may be found?			
1.2	Do you have a written management plan which details the actions and measures necessary to manage the risk from asbestos?			
1.3	Has action been taken on any recommendations or stipulations specified in the asbestos survey to prevent the release of any asbestos fibres?			
1.4	Are arrangements in place to ensure the ongoing monitoring and review of any ACMs?			
1.5	Has an initial risk assessment been undertaken prior to the commencement of work to identify the presence of any ACMs, their condition and likely exposure?			
1.6	Prior to the commencement of work, has all work been checked to ensure the work is non-licensed and documented on the risk assessment?			
1.7	Are employees who undertake non-licensed work suitably trained and instructed on the task involved and plan of work?			
1.8	Prior to work starting has a detailed plan of work been made?			
1.9	Has an asbestos survey been undertaken by a competent person and a plan or register drawn up to show the location and condition of any ACMs which may be found?			
1.10	Is there a written up to date record of all ACMs, both confirmed and presumed, indicating the location and condition of all ACMs and is this readily available?			
1.11	Have safe systems of work been introduced to reduce the risk of exposure to ACMs and to address potential accidental exposure to asbestos containing products?			
1.12	Are procedures in place to warn others that may come to work in or on the workplace of any ACMs which they may work near or potentially come into contact with?			
1.13	Have all employees who may come into contact or disturb asbestos received asbestos awareness training annually?			
1.14	Are arrangements in place to ensure only licensed contractors are permitted when necessary to work on ACMs?			
<b>Comments/Further Action</b>				
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### 3. ASBESTOS MONITORING AND REVIEW ACTION PLAN

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

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Date .....

Completed By .....

Signed .....

# TRANSPORT POLICY

## **Policy**

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

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

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

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

## 2. TRANSPORT MONITORING AND REVIEW CHECKLIST

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

*Positive answers should cross-reference supporting material*

**Name:** .....

**Date:** .....

**Yes No**

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

**Comment/Further Action**

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### 3. TRANSPORT MONITORING AND REVIEW ACTION PLAN

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

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Date .....

Completed By .....

Signed .....

# LONE WORKING POLICY

## **Policy**

We recognise the importance of ensuring that all lone working activities are managed appropriately to minimise risk. The safety of workers must always be carefully considered in these situations, since other colleagues are unlikely to be present to assist in an emergency. Such emergencies may arise due to fire, accidents and unauthorised intruders. We will assess the potential hazards from lone working and take appropriate action to ensure adequate control measures are in place to reduce risk. We will regularly review and where necessary modify our assessments especially where we have reason to suspect that they are no longer valid or there has been a significant change in the work to which the assessment relates.

## **1. ARRANGEMENTS FOR LONE WORKING**

### **The Lone Working Co-ordinator will ensure that:**

- 1.1 All employees likely to work alone are identified.
- 1.2 Consultation with employees regarding lone working takes place.
- 1.3 The tasks which expose employees to lone working are identified and listed.
- 1.4 The hazards to which employees may be exposed are suitably and sufficiently assessed.
- 1.5 Adequate control measures are implemented to prevent ill-health and accidents.
- 1.6 Activities requiring special arrangements in order to monitor the safety of lone workers are identified.
- 1.7 Activities which must not be performed by lone workers are identified and brought to the attention of all relevant persons.
- 1.8 Employees that work alone are given adequate information, instruction and training.
- 1.9 Control measures are regularly monitored maintained to ensure they remain effective.

## 2. LONE WORKING MONITORING AND REVIEW CHECKLIST

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

*Positive answers should cross-reference supporting material*

**Name:** .....

**Date:** .....

**Yes No**

1.1	Have all employees likely to work alone been identified?		
1.2	Has consultation with employees regarding lone working taken place and is this on-going?		
1.3	Have the tasks which expose employees to lone working been identified and listed?		
1.4	Have the hazards to which employees may be exposed been suitably and sufficiently assessed?		
1.5	Have adequate control measures been implemented to prevent ill-health and accidents?		
1.6	Have special arrangements for monitoring lone workers been identified?		
1.7	Have prohibited lone working activities being brought to the attention all relevant persons?		
1.8	Have lone working tasks been adequately risk assessed and documented and the findings regularly monitored and reviewed?		
1.9	Are control measures regularly monitored to ensure they remain effective?		

**Comment/Further Action**



### 3. LONE WORKING MONITORING AND REVIEW ACTION PLAN

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

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Date .....

Completed By .....

Signed .....

# **COMPANY VEHICLE HANDBOOK**

## **INTRODUCTION**

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

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

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

### **1. ROUTINE MAINTENANCE**

#### **Driver's Responsibility**

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

#### **Company's Responsibility**

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

## **2. BREAKDOWNS**

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

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

## **3. ACCIDENTS**

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

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

3.9 On your return consult with your Manager as soon as possible to determine if the damage is worthy of an insurance claim.

#### **4. SECURITY**

4.1 Your vehicle must be locked at all times when you are away from your vehicle, no matter how short the time period may be.

4.2 Any alarm/immobiliser which is fitted to your vehicle must also be alarmed at all times when away from your vehicle.

4.3 Valuables such as mobile phones, laptop computers and power tools etc., should never be left unattended in your vehicle.

4.4 Store heavy, hard or otherwise dangerous objects in the boot of the car. These can become missiles on car impact.

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

5.1 All company vehicle drivers must hold a full driving licence. An original of your licence must be handed in to the company prior to your authorisation to drive any company vehicle. You will also be required to fill in a form which declares you have no illness or infirmity which may affect your ability to drive.

5.2 This declaration requires you to inform management immediately should any illness or infirmity occur which may affect your ability to drive.

5.3 You must also inform management immediately if your driving licence is withdrawn or you are banned from driving for any reason.

5.4 Your original drivers' licence must be handed in to the company when requested, which must be at least annually.

#### **6. ROAD TRAFFIC OFFENCES**

6.1 The company must be informed immediately of any road traffic offence which occurs in a company vehicle.

6.2 Fines for road traffic offences must be settled by the driver.

## **7. MOBILE TELEPHONES**

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

## **8. DRINKING AND DRIVING**

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

## **9. SMOKING**

- 9.1 Smoking in any company vehicle is not permitted by any persons whatsoever.

## **10. FIRST AID**

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

## **11. COMPANY STANDARDS**

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

## **12. TIREDNESS**

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

## **13. UNAUTHORISED PASSENGERS**

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

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

- 14.1 In the case of being involved in a road traffic accident or incident you need to decide if you have sustained an injury which makes it unsafe for you to drive. If in doubt do not drive on but contact your manager.

14.2 Always enter the details of your injury into the company's Accident Book.

14.3 If you are ill and you think this may affect your ability to drive safely or if you have a doctor's sick note you must not drive a company vehicle.

## **15. OVERNIGHT PARKING**

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

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

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

16.2 Tyres with good tread are essential for good cornering and handling on slippery roads.

16.3 Get the feel of the road. Occasionally try out your brakes, or gently depress your accelerator while driving. When you have found out how slippery the road is, adjust your speed accordingly. Rising temperatures greatly increase the slipperiness of ice and snow.

16.4 Stretch your following distance. Winter surfaces increase stopping distances three to 12 times.

16.5 Brake before bends in the road.

## **17. DEFENSIVE DRIVING**

17.1 Be aware of traffic situations far ahead, on both sides and to the rear of the vehicle.

17.2. Be alert for illegal acts and errors of others.

17.3 Be willing to yield your right of way to prevent accidents.

- 17.4 Do not tail-gate.
- 17.5 Be particularly cautious approaching intersections.
- 17.6 Adjust your driving to the special hazards of: pedestrians, the road, the weather, traffic and the degree of light.
- 17.7 Be aware of the added danger brought on by your own emotions such as anger or worry. Try to minimise stress by allocating a greater journey time for unforeseen delays.
- 17.8 Drive as if every child in the street is your own, and every motorist a close friend.



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

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

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

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

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

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

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

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

Details of any witnesses/passengers:

Description of accident:

Time .....

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

Weather conditions .....

## **PERSONAL PROTECTIVE EQUIPMENT POLICY**

### **Policy**

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

## **1. ARRANGEMENTS FOR PERSONAL PROTECTIVE EQUIPMENT**

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

- 1.1 All activities our employees may be required to undertake during the course of their employment are identified and assessed to determine the need for PPE.
- 1.2 As far as is reasonably practicable the hierarchy of control measures i.e. elimination, reduction, substitution, isolation or engineering controls, are followed to control the hazards that have been identified.
- 1.3 PPE is specified, as a last form of defence, only when the hierarchy of controls has been exhausted.
- 1.4 Where PPE is provided, it is fit for the purpose and the environment it is to be used in and that it fits the wearer correctly.
- 1.5 Individuals or groups of people whose wellbeing may be affected due to exposure to a specific hazard or hazards are identified and a medical questionnaire<sup>1</sup> is completed prior to any person commencing work in such an environment which may present a risk to them.
- 1.6 Where identified by the medical questionnaire or where necessary due to the identification that the risk of harm is controlled by the use of PPE health surveillance is provided at regular intervals.
- 1.7 Where PPE is required, it is provided free of charge.
- 1.8 Employees are consulted on the type of PPE to be used.
- 1.9 All employees required to wear PPE are given adequate and sufficient information, instruction and guidance on the use and maintenance of such equipment.
- 1.10 A procedure is in place to allow PPE provided to be maintained in good working order and/or adequate stocks of equipment are available to replace as necessary any damaged or worn equipment.
- 1.11 Suitable and sufficient facilities are provided to enable employees to store any PPE provided to them whilst not in use.
- 1.12 Where necessary, suitable and sufficient facilities are provided to permit employees to change from (and store) their normal clothing to specified personal protective clothing.

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<sup>1</sup> Medical questionnaires can not be issued pre employment but can be issued post engagement.

## 2. PERSONAL PROTECTIVE EQUIPMENT MONITORING AND REVIEW CHECKLIST

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

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** .....

**Date:** .....

**Yes No N/A**

		Yes	No	N/A
1.1	Have all activities our employees may be required to undertake during the course of their employment been identified and assessed to determine the need for PPE?			
1.2	Has the hierarchy of control measures been followed and exhausted to control the hazards that have been identified?			
1.3	Is PPE specified, as a last form of defence, only when the hierarchy of controls has been exhausted?			
1.4	Where PPE is provided is it fit for the purpose and the environments it is used in and does it fit the wearer correctly?			
1.5	Are individuals or groups of people whose wellbeing may be affected due to exposure to a specific hazard or hazards been identified and have medical questionnaires <sup>2</sup> been completed prior to those persons commencing work in such environments which may present a risk to them?			
1.6	Where necessary, is health surveillance provided at regular intervals?			
1.7	Where PPE is provided, is it free of charge?			
1.8	Are employees consulted on the type of PPE to be used?			
1.9	Are employees who are required to wear PPE given adequate and sufficient information, instruction and guidance on the use and maintenance of such equipment?			
1.10	Is a procedure in place to permit the maintenance or replacement of PPE as necessary?			
1.11	Are suitable facilities provided to enable employees to store their PPE when not in use?			
1.12	Where necessary have suitable and sufficient facilities been provided to permit employees to change and store their normal clothing to specified personal protective clothing?			

**Comments/further action**

<sup>2</sup> Medical questionnaires can not be issued pre employment but can be issued post engagement.

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

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

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Date .....

Completed By .....

Signed .....

## **PRESSURE SYSTEMS**

### **Policy**

We recognise that pressure systems have the potential to cause significant injury or damage to property in the event of system or component failure resulting in unexpected release of stored energy. We further recognise that it is extremely important that the system is correctly installed and used, maintained, and subject to thorough examination and test. We will ensure that pressure systems are installed by a competent person and in positions that would minimise injury and damage in the event of unexpected releases of stored energy, and that the safe operating limits of pressure systems are established prior to first use and are clearly marked on the system. All operators will be given adequate and suitable instruction on the safe operation of pressure systems and any emergency procedures. We will ensure that a competent person prepares a written scheme of examination for systems above 0.5 bar, including pipe work, where steam or fluid is stored. A competent person will carry out all maintenance, thorough examinations and tests as prescribed in the written scheme of examination. Any necessary repairs arising from any reports on the condition of the systems or from any fault reporting system will be completed without delay. Any systems that are not subject to a written scheme of examination will be maintained in accordance with the manufacturers' recommendations. We will ensure that all relevant records e.g., manufacturers' safety information, written schemes of examination, examination reports etc, are retained for inspection.

## **1. ARRANGEMENTS FOR THE SAFE USE OF PRESSURE SYSTEMS**

### **The Pressure Systems Co-ordinator will ensure that:**

- 1.1 Pressure systems are installed by a competent person and in positions that would minimise injury and damage in the event of unexpected releases of stored energy.
- 1.2 The safe operating limits of pressure systems are established prior to first use and that they are clearly marked on the system.
- 1.3 All operators are given adequate and suitable instruction on the safe operation of pressure systems and any emergency procedures.
- 1.4 A competent person prepares a written scheme of examination for systems above 0.5 bar, including pipe work, where steam or relevant fluid is stored.
- 1.5 A competent person carries out all maintenance, thorough examinations and tests as prescribed in the written scheme of examination.
- 1.6 Any necessary repairs arising from any reports on the condition of the systems or from any fault reporting system are completed without delay.
- 1.7 Any systems that are not subject to a written scheme of examination are maintained in accordance with the manufacturers' recommendations.
- 1.8 All relevant records e.g., manufacturers' safety information, written schemes of examination, examination reports etc, are retained for inspection.

## 2. PRESSURE SYSTEMS MONITORING AND REVIEW CHECKLIST

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

*Positive answers should cross-reference supporting material*

Name: .....

Date: .....

		Yes	No
1.1	Has a competent person installed all pressure systems in positions that would minimise injury and damage in the event of unexpected releases of stored energy?		
1.2	Are the safe operating limits of pressure systems established prior to first use and are they marked on the system?		
1.3	Have all operators been given adequate and suitable instruction on the safe operation of pressure systems and any emergency procedures?		
1.4	Has a competent person prepared a written scheme of examination for systems above 0.5 bar, including pipe work, where steam or relevant fluid is stored?		
1.5	Has a competent person carried out all maintenance, thorough examinations and tests as prescribed in the written scheme of examination?		
1.6	Are any necessary repairs arising from any reports on the condition of the systems or from any fault reporting system completed without delay?		
1.7	Are any systems that are not subject to a written scheme of examination maintained in accordance with the manufacturer's recommendations?		
1.8	Are all relevant records e.g., manufacturers' safety information, written schemes of examination, examination reports etc, retained for inspection?		
<b>Comments/Further Action</b>			



### 3. PRESSURE SYSTEMS MONITORING AND REVIEW ACTION PLAN

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

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Completed By .....

Signed .....

## **USE AND CONTROL OF CONTRACTORS**

### **Policy**

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

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

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

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

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

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

*Positive answers should cross-reference supporting material*

*Any questions answered as N/A must be qualified*

**Name:** .....

**Date:** .....

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

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

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

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Date .....

Completed By .....

Signed .....

## **PROVISION AND USE OF WORK EQUIPMENT**

### **Policy**

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

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

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

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

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

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

*Positive answers should cross-reference supporting material*

Name: .....

Date: .....

Yes No

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



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

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

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Date .....

Completed By .....

Signed .....

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

## **Policy**

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

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

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

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

## 2. VIOLENCE AT WORK MONITORING AND REVIEW CHECKLIST

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

Name: .....

Date: .....

**Yes No**

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

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

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

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Date .....

Completed By .....

Signed .....

## **WORK RELATED STRESS**

### **Policy**

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

## 1. ARRANGEMENTS FOR DEALING WITH WORK RELATED STRESS

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

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

## 2. WORK RELATED STRESS MONITORING AND REVIEW CHECKLIST

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

Name: .....

Date: .....

Yes No

1.1	Have risk assessments been undertaken to identify potential areas of work-related stress?		
1.2	Is there effective two-way communication, including feedback, between management and employees?		
1.3	Are all managers competent to supervise employees reporting to them and applying good management practice?		
1.4	Do employees have sufficient information and are they adequately trained for their tasks, fully understanding their roles and responsibilities?		
1.5	Are employees encouraged to use their skills and initiative and provided with opportunities to develop new skills where possible?		
1.6	Are demands placed on employees both adequate and achievable within the agreed hours of work?		
1.7	Are employees consulted on work patterns, the work environment and their suggestions considered in relation to the prevention of work-related stress?		
1.8	Have employees affected by stress been treated sensitively, been consulted and informed of action to be taken and their confidentiality maintained?		
1.9	Has anyone absent with stress been consulted on a planned return to work?		
1.10	Are the measures implemented to address the sources of stress monitored to ensure their effectiveness?		
1.11	Is positive behaviour promoted at all levels to avoid conflict and ensure fairness?		

**Comments/further action**



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

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

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Date .....

Completed By .....

Signed .....

## **CONSTRUCTION (DESIGN AND MANAGEMENT) POLICY**

### **Policy**

We will ensure that when undertaking any construction work the requirements of the Construction (Design and Management) Regulations 2007 are met. We will satisfy ourselves that any contractors or designers we engage are competent and adequately resourced. We will ensure co-operation and co-ordination between all members of the project team. We will plan, manage and monitor construction work to ensure work is carried out safely. We will provide information to the relevant parties about risks to others created by our work. We will provide information and training to our employees. Where we are the principal contractor we will develop the construction phase health and safety plan and liaise closely with the CDM Co-ordinator. Where we are not the principal contractor we will co-operate and provide relevant information about our activities to the principal contractor and with any relevant rules in the health and safety plan. We will inform the principal contractor of any accidents and dangerous occurrences and provide information for the health and safety file.

## **1. ARRANGEMENTS FOR CONSTRUCTION (DESIGN AND MANAGEMENT)**

### **The Construction Work Co-ordinator will ensure that:**

- 1.1 Arrangements are in place to ensure the competency of any contractors or designers engaged and that they have adequate resources available with regard to health and safety.
- 1.2 Co-operation and co-ordination takes place between all members of the project team.
- 1.3 Construction work is planned, managed and monitored to ensure work is carried out safely.
- 1.4 Arrangements are in place for controlling risks during construction work and method statements are prepared where deemed necessary.
- 1.5 Information is distributed to all relevant parties about the risks created by our works.
- 1.6 Information and training is provided to employees.
- 1.7 Relevant information is provided to the CDM Co-ordinator when requested.
- 1.8 Where we are the principal contractor the construction phase health and safety plan is developed in good time.
- 1.9 Where we are not the principal contractor procedures are in place to co-operate with the principal contractor.

## 2. CONSTRUCTION (DESIGN AND MANAGEMENT) MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan  
Positive answers should cross-reference supporting material  
Any questions answered as N/A must be qualified*

**Name:** .....

**Date:** .....

**Yes No N/A**

		Yes	No	N/A
1.1	Are arrangements in place to ensure the competency of any contractors or designers engaged and that they have adequate resources available with regard to health and safety?			
1.2	Are procedures in place to ensure that co-operation and co-ordination takes place between all members of the project team?			
1.3	Are arrangements in place to ensure construction work is planned, managed and monitored so as to ensure work is carried out safely?			
1.4	Are arrangements in place for controlling risks during construction work and method statements are prepared when necessary?			
1.5	Is information distributed to all relevant parties about the risks created by our works?			
1.6	Is information and training provided to employees?			
1.7	Are arrangements in place for relevant information to be provided to the CDM Co-ordinator when requested?			
1.8	When we are principal contractor is the construction phase health and safety plan developed in good time?			
1.9	When we are not the principal contractor are procedures in place to co-operate with the principal contractor?			

Comments/Further Action

**3. CONSTRUCTION (DESIGN AND MANAGEMENT) MONITORING AND REVIEW ACTION PLAN**

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

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Date .....

Completed By .....

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