

COMPANY POLICY FOR HEALTH AND SAFETY

February 2009

**Alliance in Partnership
Limited**



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1.1 INTRODUCTION

This manual has been prepared as a supplement to the Company Safety Policy Statement. It is intended to give help and guidance on how the individual responsibilities set out in that policy statement, as laid down in the Health and Safety at Work etc. Act 1974, and the subordinate Regulations should be discharged.

The prevention of accidents at work and the provision of satisfactory working conditions is an essential part of the Company's overall activities and the Directors ask all employees to accept their responsibilities, and by doing so, make a vital contribution towards making the Company's operations safe places of work.

The information contained in the Manual is not intended to be exhaustive and does not, therefore, replace or diminish any of the legal requirements laid down either in the Health and Safety at Work etc. Act 1974, or any of the relevant Regulations or Codes of Practice.

If you are in doubt about any specific requirements or procedure, you must consult your Safety Officer or immediate supervisor.

Those persons to whom the Safety Manual is issued are reminded that it remains the property of the Company and must be returned to Head Office on the termination of a management or supervisory appointment.

The function of the Safety Consultant is performed by The Health & Safety Service Limited who are directly responsible to the Safety Officer for all matters relating to health and safety at this company. The Health & Safety Service Ltd's Consultant will visit with the Health and Safety Co-ordinator, as and when required, to report on all matters affecting the health, safety and welfare of employees, self-employed personnel, employees of sub-contractors and also the safety of the public where applicable. They should be given every assistance and cooperation during their visits and their observations noted and complied with.

In the event of any problems arising in connection with health, safety and welfare or of any legal requirements, their advice will be sought. There are many procedures laid down in this safety manual requiring contact to be made with The Health & Safety Service Ltd and these procedures must be fully complied with.

The services of our Safety Consultant are available at all times and their address is as follows:

The Health & Safety Service Limited
e-Innovation Centre
Telford Campus, Priorslee
Telford
Shropshire
TF2 9FT
Tel: 01952 288265
Fax: 01952 288269
Mobile: 07710 303608

If there is an emergency after hours, the Health and Safety Co-ordinator should be contacted, who will in turn, contact The Health & Safety Service Limited on your behalf.

1.2 HEALTH & SAFETY POLICY STATEMENT

COMPANY POLICY FOR HEALTH, SAFETY AND WELFARE

It is AiP's intention that its work will be carried out in accordance with the relevant statutory provisions and that all of its activities will be conducted with regard for individual health, safety and welfare of both employees and non-employees.

AiP recognise the benefits of ensuring an injury free workplace and will strive to attain this goal by making health and safety a priority amongst its business objectives.

Management and supervisory staff have the responsibility for implementing this Policy throughout the Company. Management will ensure that health and safety measures, designed to control risks, are monitored and reviewed. Management must also ensure that their own work is carried out without risk to themselves or others.

AiP understands the value of trained and proficient personnel. To this effect the Directors actively promote a structured and planned training programme and encourage all employees to further advance their potential in terms of knowledge, skills, personal abilities and competencies

All employees and sub-contractors are expected to co-operate with the Company in carrying out this Policy and must ensure that their own work is conducted in accordance with any training and information that has been provided regarding health and safety.


The Managing Director has particular responsibility for health, safety and welfare and to whom reference should be made in the event of any difficulty arising in the implementation of this Policy.

This statement of Company policy will be displayed prominently around the workplace.

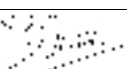
The organisation and arrangements for implementing the Policy will also be available within the workplace for reference by any employee as required.

This policy has been approved & authorised by:

Designated Officer

Name & Tel:	Paul Rogers
Position:	Operations Director
Date:	February 2009
Signature	

Managing Director

Name	David Weller
Position:	Managing Director
Date:	February 2009
Signature	

1.3 FOOD SAFETY & HYGIENE POLICY STATEMENT

Alliance in Partnership's approach to food safety is based on the requirements of the Food Safety legislation applicable to the food services we provide and in promoting a positive attitude towards food hygiene standards.

It is the policy of AiP Limited that all our workplaces are designed and laid out in such a way as to allow good hygiene practice, easy cleaning and protect food against external sources of contamination.

AiP Limited will provide adequate facilities for cleaning and disinfecting tools, utensils and equipment. An adequate supply of hot and cold water will be readily available.

AiP Limited will ensure that adequate facilities are available for the monitoring and maintenance of suitable temperature conditions.


Any containers or vehicles used for the transport of foodstuffs will be kept clean and maintained in a suitable state of repair to protect food from contamination.

Any person employed by AiP Limited will maintain a high degree of personal cleanliness and will be provided with clean and, where necessary, protective clothing.

All food handlers will be supervised, instructed and trained in food hygiene matters appropriate to their level of responsibility.

This policy has been approved & authorised by:

Managing Director

Name	David Weller
Position:	Managing Director
Date:	February 2009
Signature	

1.4 NO SMOKING POLICY STATEMENT

Introduction

Alliance in Partnership are responsible employers and we take our obligations to our employees very seriously. This is why we have set out this policy to help us ensure the health, safety and welfare of our employees and to help us comply with our legal duties. Smoking does not only cause serious damage to the health of smokers, but research has also shown that second hand smoke causes cancers, heart and respiratory diseases in non smokers as well.

- Section 2(2)(e) of the Health and Safety at Work Act 1974 places a duty on employers to provide a safe and healthy working environment.
- Section 2(2) of the Health Act 2006 prohibits smoking in all public premises including workplaces and vehicles.

Aims of the Policy

This policy aims to:

- Provide a safe and healthy working environment for all staff, customers and visitors;
- Comply with all of the requirements imposed by law;
- Raise awareness of the dangers associated with tobacco smoke;
- Guarantee the right of non smokers to breathe air free of smoke.

Restrictions on Smoking


- Smoking is not permitted in any of the Company's premises, entrances, or grounds at any time by any person irrespective of their status in, or business with, the Company.
- All visitors, customers, contractors and deliverers are required to abide by the no smoking policy. Staff must inform all of the above of the policy although it must be stressed that staff should not put themselves at any risk in furtherance of this policy.
- Smoking is not permitted in any company vehicles or in any vehicles being used or hired for Company business.
- No smoking signs must be displayed by the Company in all of its premises and vehicles.
- Smoking on Company premises or in Company vehicles constitutes an offence under the Health Act. In the unlikely event that a member of staff does not comply with the Company's No Smoking Policy disciplinary action will be taken in accordance with the Company's disciplinary policy.

Help to Stop Smoking

The NHS offers a range of free services to help smokers give up. Visit gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 169 0 169 for details. Alternatively you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.

This policy has been approved & authorised by:

Managing Director

Name	David Weller
Position:	Managing Director
Date:	February 2009
Signature	

1.5 TRAINING & DEVELOPMENT POLICY

It is the policy of Alliance in Partnership to train and develop staff at all levels. The continued achievements of our Company Standards, relies on the expertise and skills of all employees.


Alliance in Partnership's Philosophy is that the training received must help employees put theory into practise. Therefore, the more training received, the more skilled employees become.

Alliance in Partnership's Management will:


- Ensure all staff receives induction and job skills training on commencement of employment.
- Have full access to both internal and external training facilities relevant to their job.
- Have an individual training plan agreed at an Annual Performance Review.
- The opportunity to improve current skills and develop new skills to enable development and promotion within the Company.
- Review all training facilities available on a regular basis.

This policy has been approved & authorised by:

Designated Officer

Name & Tel:	Dawn Shale 0121 552 0121
Position:	Personnel Manager
Date:	February 2009
Signature	

Managing Director

Name	David Weller
Position:	Managing Director
Date:	February 2009
Signature	

1.6 ENVIRONMENTAL POLICY

AiP Limited aims to provide a high quality, cost effective service to our clients.

We are committed to quality of service whilst also minimising the company's effect on the environment.

Throughout its activities AiP will endeavour to:

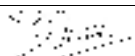
- Continue to improve its environmental performance and prevention of pollution
- Comply with all relevant legislation and regulatory requirements
- Use energy efficient work equipment and implement energy saving measures
- Ensure all activities are conducted in such a way as to cause minimum negative impact on the environment
- Minimise waste production and use registered carriers for disposal while continuing to seek more efficient recycling methods wherever practicable
- Promote the use of environmentally friendly products and continuing to reduce the use of environmentally unsuitable ones
- Raising the awareness of environmental issues with all employees and working in partnership with clients and suppliers to promote environment issues

In order to achieve this AiP Limited will:

- Operate an environmental management system and adopt working practices that will minimise the negative effects and/or enhance the positive effects the company has on the environment
- Audit and review environmental performance
- Train and educate all employees in respect of its environmental policies and encourage contribution of every employee towards improving the environmental performance of the company.

This policy has been approved & authorised by:

Managing Director

Name	David Weller
Position:	Managing Director
Date:	February 2009
Signature	

1.7 FOOD ALLERGY & INTOLERANCE STATEMENT

General

It is recognised that some customers of our services may suffer from allergic reactions or intolerances to certain foods including seafood, dairy products, seeds, but in particular foods which can cause anaphylactic shock such as dishes that may contain nuts and nut derivatives.


Whilst it is not possible to guarantee that our food products are free from all traces of nuts, even if precautions are taken to prevent use of nuts on site, (because some of our supplier's foods may contain trace of nuts, which is beyond our control and are not required to be labelled), we work closely with our clients to manage and thereby minimise the risk of accidental consumption of allergic or intolerant foods by customers who use our catering services by putting in some key control measures.

Our Key Control Measures

- To obtain detailed food allergy and intolerance information about new and existing customers.
- If advised we will source detailed dietary information for each allergy and intolerance to produce suitable food for those customers affected.
- The main ingredients list of all purchased pre packed food will be examined before use for the presence of nuts or nut based products and not used if we detect visible signs.
- Catering staff will be fully informed about the ingredient and food content of all daily menus so that accurate information can be provided to customers about potential allergens.
- Alliance in Partnership issue notices which names all allergens to catering units.

This policy has been approved & authorised by:

Managing Director

Name	David Weller
Position:	Managing Director
Date:	February 2009
Signature	



1.8 GENETICALLY MODIFIED FOOD POLICY

General

At Alliance in Partnership we recognise our customers concerns about the use of Genetically Modified (GM) ingredients in food.

This includes concerns over potential food safety as well as the environmental issues.

At Alliance in Partnership we always ensure the food we produce and sell to our customers is nutritious, wholesome and safe.

Therefore until proven and recognised scientific evidence becomes available to restore customer confidence in the safety of GM foods, we will not knowingly use genetically modified ingredients in the food we produce and serve to our customers.

Due Diligence


We therefore work closely with our nominated suppliers requiring them to take all reasonable steps to prevent the use of GM ingredients in the products they supply us.

We will endeavour at all times to avoid knowingly using GM ingredients in the food we produce and sell.

In circumstances where the known use of GM ingredients by Alliance in Partnership is unavoidable then our customers will be kept fully informed by our staff in line with current food labelling legislation.

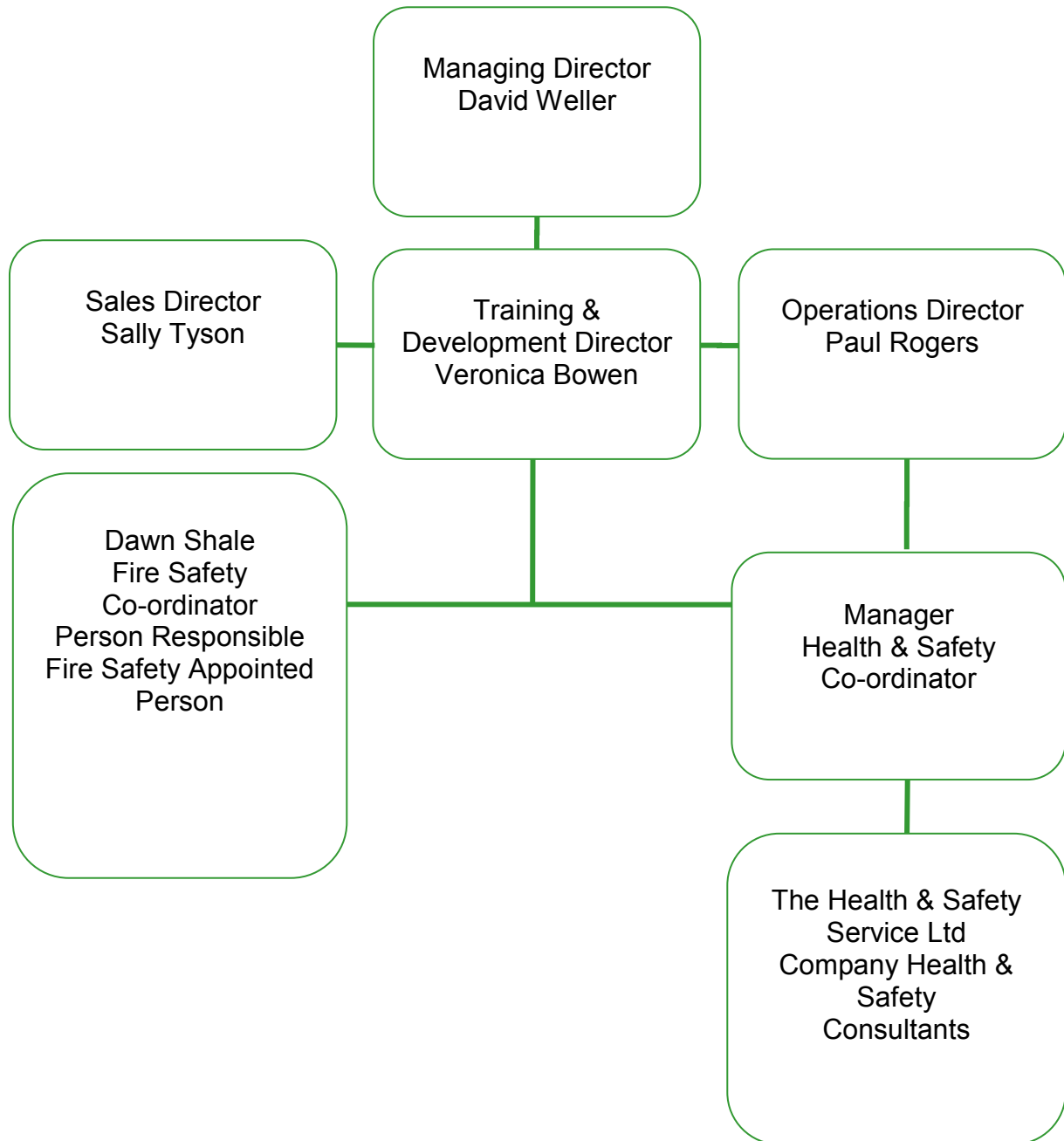
This policy has been approved & authorised by:

Managing Director

Name	David Weller
Position:	Managing Director
Date:	February 2009
Signature	

1.9 SAFETY ADMINISTRATION

January 2009





Operations

Paul Rogers Operations Director

**Operations
Manager
Lisa Long**

Contracts

- Aylesbury
- Beaconsfield
- Burnham
- Burnham Grammar
- Burnham Upper
- Chesham
- Dr Challoner's
- Elmhurst
- College
- Highcrest
- Mandeville
- Princes
- Risborough
- Shortenills
- Sir Henry Floyd
- St Bernard's
- Wye Valley

**Operations
Manager
Elaine Siddons**

Contracts

- Central Boys
- Feltham
- Community College
- Holland Park
- Queens Park
- St Peter's Eaton

**Group
Manager
Jean Koney**

Contracts

- Ashburnham
- Barlby
- Bousfield
- Colville
- Holy Trinity CE
- Our Lady of Victories
- Park Walk Primary
- Avondale
- Marlborough
- Servite RC
- Thomas Jones Primary

**Food
Service
Manager
Reza Kahn**

**Amy
Teichman
Group
Development
Chef**

**Operations
Manager
Anne
Bounton-Preece**

Contracts

- Aylestone School
- Baxter Annex Kitchen
- Baxter College
- Bishops Cleeve
- Cleeve School
- Evesham
- Fairfield
- Henley in Arden
- Holly Hall
- The Chase
- John Kyle
- Minster College
- Waseley Hills
- Whitcross

**Area Manager
Jackie Bunn**

Contracts

- Arrow Vale
- Blackminster Middle School
- Blessed Edward
- Gorse Hill
- Hanley Castle
- Oldbury Park
- Ridgeway Middle School
- Woodrush

**Area Manager
Emily Thain**

Contracts

- Abbeymead Primary School
- Bishops college
- Blue Coat C of E
- Cirencester Kingshill
- Gloucester shire Hall
- Milestone
- Pontlanfraith
- Sir Thomas Rich's
- Sir William Romney's
- St. Augustine's

**Key Accounts
Manager
Mary Rogers
King Edward VI
Grammar**

Contracts

- King Edward VI Aston
- King Edward VI Camp Hill Boys
- King Edward VI Camp Hill Girls
- King Edward VI Five Ways
- King Edward VI Handsworth

1.10 THE MANAGING DIRECTORS

have a duty to:

1. Understand the Company Health and Safety Policy and ensure that the Company's activities are conducted in accordance with that policy.
2. Prepare instructions for the organisation and methods for carrying out the Company Policy, to make sure each person is aware of their responsibility and the means by which they can carry them out.
3. Develop and maintain a culture that achieves high standards of health and safety management throughout the company.
4. Appoint a Health and Safety Co-ordinator and ensure that they fulfil the duties assigned to them under the Health and Safety Policy.
5. Appoint a responsible person to manage fire safety issues as required by the fire Safety Reform Order.
6. Cooperate with the Health and Safety Co-ordinator to the extent necessary to enable them to discharge the duties assigned to them under the Health and Safety Policy.
7. Ensure that adequate resources are made available to meet the requirements of the Health and Safety Policy.
8. Ensure that all employees receive such initial training and refresher training as is adequate to enable them to carry out the responsibilities assigned to them under the policy.
9. Set a good personal example.

1.11 SPECIFIC DUTIES ASSIGNED TO THE HEALTH AND SAFETY CO-ORDINATOR

1. Initiate a periodical review of the Company Policy for the prevention of accidents and injury.
2. Be aware of the requirements of the Health and Safety at Work etc. Act 1974 and other Regulations relevant to the activities of the company.
3. Implement the Safety Policy.
4. Call and chair quarterly Safety Meetings.
5. Ensure that appropriate risk assessments are conducted and systems are in place for implementation, monitoring and review.
6. Ensure that all employees receive adequate and appropriate training.
7. Insist that sound working practices are continuously observed.
8. Make certain that in estimates for new projects, allowance is made for adequate welfare facilities and equipment to avoid the risk of injury or damage to health of employees and materials.
9. Reprimand any employees failing to discharge satisfactorily the responsibilities allocated to them.
10. Arrange for adequate first-aid facilities and a sufficient number of trained first-aid attendants in the office, and on site if necessary.
11. Ensure suitable means of escape in case of fire and an adequate number of fire extinguishers of a suitable type are positioned in prominent positions (next to exits) around the workplace (as per the company risk assessment).
12. Set a personal example in all matters relating to the Safety Policy.

1.12 THE MANAGERS

have a responsibility to:

1. Monitor the health and safety performance of all management and supervision.
2. Reprimand members of staff for failing to discharge their responsibilities for safety.
3. Make sure that allowance is made in all budgets or estimates to cover the requirements of the Policy.
4. Understand the Company Safety Policy and the duties assigned to them under this policy.
5. Organise the department under their management and control so that work is carried out to the required standard with minimum risk of injury to employees and damage to equipment and materials.
6. Have knowledge of the Health and Safety at Work etc. Act 1974 and other Regulations and Codes of Practice relevant to their area of work.
7. Plan and maintain a tidy work area.
8. Be familiar with the procedure for summoning the emergency services in the event of accident or fire and also ensuring that the members of staff and visitors under their control are also familiar with this procedure.
9. Be familiar with the evacuation procedure to be followed in the event of fire and also ensuring that the members of staff and visitors under their control are also familiar with this procedure.
10. Be familiar with the location and operation of fire fighting equipment and fire alarm and also ensuring that the members of staff under their control are similarly familiar.
11. Ensure that all members of staff under their control are familiar with the arrangements for first aid treatment.
12. Cooperate with the Health and Safety Co-ordinator and act on their recommendations.
13. Release members of staff under their control for in-house or external safety and first aid training as required.
14. Ensure visitors and sub-contractors are adequately controlled and aware of all safety and emergency procedures whilst on site.
15. Set a good personal example

1.13 SUPERVISORS

have a responsibility to:

1. Assist Management in the monitoring of health and safety performance of all company systems and procedures.
2. Ensure members of staff discharge their responsibilities for safety including the following of procedures and the use of any personal protective equipment or protection device.
3. Make themselves aware of their responsibilities as outlined in the Company Safety Policy and the general procedures assigned to them.
4. Organise operations under their control so that work is carried out to the required standard with minimum risk of injury to employees and damage to equipment and materials.
5. Have knowledge of the Health and Safety at Work etc. Act 1974 and other Regulations and Codes of Practice relevant to their area of work.
6. Plan and maintain a tidy work area.
7. Be familiar with the procedure for summoning the emergency services in the event of accident or fire and also ensuring that the members of staff and visitors under their control are also familiar with this procedure.
8. Be familiar with the evacuation procedure to be followed in the event of fire and also ensuring that the members of staff and visitors under their control are also familiar with this procedure.
9. Be familiar with the location and operation of fire fighting equipment and fire alarm and also ensuring that the members of staff under their control are similarly familiar.
10. Ensure that all members of staff under their control are familiar with the arrangements for first aid treatment.
11. Cooperate with the Health and Safety Co-ordinator and act on their recommendations.
12. Release members of staff under their control for in-house or external safety and first aid training as required.
13. Ensure visitors and sub-contractors are adequately controlled and aware of all safety and emergency procedures whilst on site.
14. Set a good personal example

1.14 KITCHEN OPERATIVES

have a duty to:

1. Read and understand the Company's Safety Policy and carry out your work in accordance with its requirements.
2. Use the correct tools and equipment for the job and immediately report to Health and Safety Co-ordinator or supervisor any defects in plant or equipment discovered whilst carrying out work on the premises.
3. Work in a safe manner at all times, wear suitable footwear and PPE as required, either identified within the risk assessments for the activity to be undertaken, or as per Company Policy.
4. Ensure that no repairs or servicing on plant or equipment are undertaken unless it has been authorised by the Health and Safety Co-ordinator.
5. Be familiar with the procedure for summoning the emergency services in the event of accident or fire.
6. Be familiar with the procedure to be followed in the event of fire.
7. Suggest to line management ways of improving safety and assisting in the elimination of hazards.
8. Inform line management of hazards, whether known or perceived.
9. Report any accident or damage, however minor, to line management. Be familiar with the arrangements for first aid treatment.
10. Ensure that you take all personal hygiene measures necessary to prevent industrial dermatitis.
11. Develop a personal concern for safety for yourself and others who may be affected by your acts or omissions.
12. Avoid improvisation that may entail unnecessary risk.
13. Use proper means of access/egress.
14. Do not interfere with or misuse any work equipment including fixed or mobile and equipment used for access and egress to a place of work.
15. Set a personal example.

1.15 MEMBERS OF STAFF

are responsible for:

1. Reading and understanding the Company's Safety Policy and carrying out your work in accordance with its requirements.
2. Developing a personal concern for safety for themselves and others.
3. Using the correct equipment for the job.
4. Reporting any defects in equipment or systems of work.
5. Avoiding any improvisation that may entail unnecessary risk.
6. Be familiar with the procedure for summoning the emergency services in the event of accident, fire or other emergency situation.
7. Be familiar with the procedure to be followed in the event of fire.
8. Be familiar with the location and operation of the fire fighting equipment and fire alarm control points.
9. Be familiar with the arrangements for first aid treatment.
10. Reporting to their supervisor as soon as possible, any accident or damage, however minor.
11. Refraining from horseplay and the abuse of welfare facilities.
12. Suggesting ways of improving safety conditions.

1.16 SUB-CONTRACTORS

have the following responsibilities:

1. All sub-contractors will be expected to comply with the Company Policy for Health, Safety and Welfare and must ensure their own Company Policy is made available on site whilst work is being carried out.
2. All work must be carried out in accordance with the relevant statutory provisions, taking into account the safety of themselves and other persons on site. This requirement includes the safety of members of the general public.
3. Assessments of any/all of risks associated with any substance, process or work activity on site which may be considered to be hazardous to health and safety must be provided to our Safety Officer before work commences. Any material or substance brought on site which has health, fire or explosion risks, must be used and stored in accordance with current legislative requirements, with this information being made available to any other person who may be affected on site.
4. All access equipment used by sub-contractor's employees (even when the equipment has been erected for, or supplied by other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the Regulations and Codes of Practice.
5. Sub-contractor's employees are not permitted to alter any access equipment provided for their use or interfere with any plant or equipment on the site unless authorised to do so by the Health and Safety Co-ordinator.
6. All plant or equipment brought onto site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certification being made available for inspection prior to its operation. Information and assessment on noise levels of plant, equipment or operations to be carried out by the sub-contractor must be provided to our Safety Officer before work commences.
7. No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. (Battery powered equipment should be used where possible) All transformers, generators, extension leads, plugs and sockets must be to the latest British Standards for industrial use, and in good condition. Any such equipment brought on to site must be suitably certificated with all relevant documentation being made ready for inspection as required.
8. Any injury sustained or damage caused by sub-contractor's employees must be reported immediately to this Company's Site Representative.
9. Sub-contractor's employees must comply with any safety instructions given by this Company's Safety Officer.
10. The Health and Safety Co-ordinator may inspect sites and report on health and safety matters. Sub-contractors informed of any hazards or defects noted during these inspections will be expected to take immediate remedial action. Sub-contractors will provide the Health and Safety Co-ordinator with the name of the person they have appointed as Safety Supervisor on their behalf.
11. Suitable welfare facilities and first aid equipment must be provided by sub-contractors for their employees unless arrangements have been made for the sub-contractor's employees to have the use of this Company's facilities.
12. Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds.
13. All operatives, sub-contractors, visitors, etc. on the Company's sites will wear any personal protective equipment deemed necessary through this, or their own company's assessments. Signs erected on site providing information on the use of safety equipment must be complied with by all personnel.
14. A detailed Method Statement will be required from sub-contractors carrying out high risk activities, e.g. asbestos removal, steel erection, demolition, roofing, entry into confined spaces, etc. The Method Statement must be agreed with our Safety Officer before work begins and copies made available on site so that compliance with the agreed Method Statement can be maintained.

2.1 Structure of Documentation

- 2.1.1 The company's policies, objectives and organisational structure regarding the health, safety and welfare of both employees and non-employees are defined in this policy document.
- 2.1.2 These policies and objectives are achieved by a variety of systems and arrangements, the requirements of which are defined and documented in either this policy document or supporting operational procedures and instructions.
- 2.1.3 The contents of both this policy document and supporting procedures or instructions are reviewed regularly, to confirm that the defined arrangements continue to satisfy changing business needs and legislative requirements.

2.2 Control of Information

- 2.2.1 All documents and data supporting the company's health and safety policies are approved for use by suitably qualified and competent staff, and subsequently controlled to ensure that:
 - (a) Pertinent information is available to all personnel managing or performing any activity where a foreseeable health or safety risk has been identified;
 - (b) Invalid or otherwise obsolete information is controlled to prevent non-intentional use.

3.1 General Requirements

- 3.1.1 Risk assessments are carried out as necessary by competent persons, to assess the health and safety risks to which employees are exposed.
- 3.1.2 Records of these risk assessments are maintained, identifying the group of individuals exposed to specific risks e.g. young persons or women of a child-bearing age or pregnant etc (see Appendices)
- 3.1.3 Individuals exposed to identified risks are informed of these risks and provided with sufficient training, information and protective measures to control the risk concerned.
- 3.1.4 Risks are re-assessed following a significant change in the work methods used or where the findings of previous assessments are believed to be otherwise obsolete.

3.2 Manual Handling Operations

- 3.2.1 Operations involving manual handling issues (e.g. lifting heavy/awkward loads, repetitive actions, etc.) are assessed to determine their impact of the health of those employees involved.
- 3.2.2 Where specific manual handling activities are shown to constitute a significant risk, every effort is made to eliminate this hazard, or otherwise provide mechanical aids to reduce the need for these activities.
- 3.2.3 For occasions where it is not practicable to avoid manual handling operations which involve a significant risk of personal injury, these risks are reduced to the lowest level reasonably practicable.
- 3.2.4 All employees are given suitable training and instruction regarding correct manual handling techniques. No employee is required to lift loads which exceed their physical ability.

3.3 Personal Protective Equipment

- 3.3.1 A risk assessment of the activities involving an occupational health hazard is undertaken by the company.
- 3.3.2 Where the need for personal protective equipment is identified, the employees affected are provided with suitable equipment and are given appropriate training concerning its use, storage and maintenance.
- 3.3.3 When selecting personal protective equipment, the following criteria are considered:
 - i) the environment and risk conditions,
 - ii) ergonomic, comfort and compatibility requirements,
 - iii) health of the user,
 - iv) routine maintenance requirements, and
 - v) approved standards for the nature of equipment concerned
- 3.3.4 The issue of personal protective equipment and subsequent maintenance checks that may be necessary, are recorded. An effective system exists for withdrawing equipment from service which fails to provide reliable protection from the specified risk.
- 3.3.5 Employees using personal protective equipment are required to report any loss or damage to this equipment to their line manager at the earliest opportunity.

3.4 Provision and Use of Work Equipment

- 3.4.1 Equipment provided to employees for the purpose of undertaking their defined work activities is checked, maintained and/or inspected so far as reasonably practicable to ensure both continued suitability for use and compliance with the relevant legislation. Records of such maintenance and inspections are maintained.
- 3.4.2 Where an item of equipment is observed to be damaged or otherwise malfunctioning to such an extent that it may expose users to a health/safety risk, the equipment is controlled to prevent unauthorised use pending repair.
- 3.4.3 Employees required to use any item of equipment where foreseeable risks are associated with its routine use, are given sufficient training and supervision concerning its safe usage e.g. fork lift trucks. Supplementary instructions are prepared where necessary.
- 3.4.4 The use or installation of any new equipment will first be subject to suitable planning to ensure it is suitable for the purpose for which it is provided and that appropriate 'hardware' (fixed guards, markings and protection devices) and 'software' (safe systems of work) measures have been assessed.
- 3.4.5 All equipment shall be prevented from being used by unauthorised persons by the control of the keys or starting devices. Where this is not possible suitable systems of work shall be used to prevent unauthorised access or use.

3.5 Lifting Equipment

- 3.5.1 In addition to those measure described in 'Provision and Use of Work Equipment' (3.4) all lifting appliances will be evaluated, prior to use, to ensure they are strong enough to fulfil their intended function, positioned or installed to minimise risks and subjected to the necessary thorough examination.
- 3.5.2 All lifting equipment will be suitable marked with any appropriate information.
- 3.5.3 All lifting operations will be properly planned, adequately supervised and conducted in a safe manner.
- 3.5.4 All lifting equipment will be subjected to a pre-operational check by a competent person and suitable records maintained.

3.6 Substances Hazardous to Health

- 3.6.1 All substances used within the working environment (e.g. solvents, cleaning agents, resins, etc.) are assessed prior to use to determine their potential effects on health. Where applicable, requirements for safe handling and accident control methods are defined and made readily accessible to appropriate persons.
- 3.6.2 A register of substances which have been assessed is maintained. Substances which have not been subjected to an assessment shall not be used under any circumstances, without approval from the Health and Safety Co-ordinator or a member of Management.
- 3.6.3 Where substances require specific handling or storage conditions, these requirements are defined in a work instruction or other similar document. Relevant employees are informed of these conditions.
- 3.6.4 Substances identified as hazardous substances are only handled by employees who have been trained to handle these substances in a safe manner.

- 3.6.5 Wherever substances are likely to give rise to a harmful atmosphere, appropriate precautions are taken, (e.g. local exhaust ventilation, isolation, etc.) to control the risk. Where such control measures are used, these measures are maintained and inspected, by competent persons, at defined intervals, in accordance with relevant legislation.
- 3.6.6 Where appropriate, potentially harmful atmospheres are monitored to confirm the effectiveness of the control measures used.
- 3.6.7 Any person exposed to a substance known, or suspected to cause asthma shall be provided with periodic health surveillance.
- 3.6.8 Emergency procedures will be established to deal with any incidents or accidents that may occur with any substance. In addition these procedures will be subject to periodic testing and monitoring to ensure their continued effectiveness.

3.7 Dangerous Substances & Explosive Atmospheres

- 3.7.1 Any area containing substances or materials likely to give rise to an explosive atmosphere will be appropriately marked.
- 3.7.2 Any container or pipelines having explosive, flammable or oxidising agents shall be clearly identified.
- 3.7.3 Training in the precautionary and emergency measures will be provided to all employees and non-employees who may require it.
- 3.7.4 Emergency procedures will be established in line with 3.6.8.

3.8 Noise

- 3.8.1 The company takes all reasonable measures to protect the hearing of individual employees who are required to work in designated noise areas.
- 3.8.2 Suitable assessments of the working environment are undertaken to determine any circumstances or areas where employees are exposed to noise levels in excess of 80dB (A),(L_{EPD}). Employees exposed to such noise levels are advised of the risk and suitable hearing protection must be made available on request.
- 3.8.3 Areas where the noise levels exceed 85 dB (A) are clearly demarcated and all persons, including sub-contractors and visitors, entering such areas are required to wear suitable hearing protection, which is provided by the company.
- 3.8.4 Where possible, consideration is given to reducing existing noise levels at source, by fitting noise absorption devices. For occasions where new plant equipment is purchased, it is the intention of the company to ensure that the specification of the equipment is developed to maintain noise levels during manual operation at the lowest possible level.

3.9 Display Screen Equipment

- 3.9.1 An assessment is undertaken for all employees who are required to use display screen equipment as a significant part of their work role, to evaluate the health risks associated with its use.
- 3.9.2 Where the results of an assessment indicate a risk to the user of such equipment, all reasonable steps are undertaken by the company to eliminate these risks or otherwise reduce them to avoid the adverse health effects.
- 3.9.3 Eye tests by a competent person are provided by the company, on request, for users of display screen equipment who have been identified as being potentially at risk.

3.9.4 Suitable training is given to enable users of display screen equipment to recognise the hazards associated with non-interrupted use of such equipment, and the appropriate precautions to be taken.

3.10 Fire Precautions

3.10.1 The company will appoint a responsible person and conduct a company wide risk assessment to identify potential fire hazards.

3.10.2 The company will control sources of ignition and provide storage for all combustible, flammable and highly flammable materials in a manner and location that will reduce the likelihood of fire starting. Flammable substance must not be brought into the premises without the prior permission of the Health and Safety Co-ordinator.

3.10.3 The fire control systems will be tested on a regular basis and full evacuation procedures conducted to provide training for all shift patterns.

3.10.4 A number of fire marshals shall be appointed to ensure safe evacuation of all personnel and visitors from the premises.

3.11 Asbestos

3.11.1 The Company will identify all asbestos and draw up a plan showing its location.

3.11.2 The Company will ensure that any asbestos identified is in such a condition that it will not release fibres into the atmosphere and cannot easily be damaged.

3.11.3 The Company will ensure that work on asbestos is only carried out on by specialist-licensed contractors following acceptance of their method statement by the Health and Safety Co-ordinator.

3.12 Young Persons

3.12.1 Young persons will only be employed following the completion of a risk assessment, or the review of an existing assessment, in order to ensure that any risks to those young persons are identified and addressed.

3.12.2 The following factors will be considered in the assessment:

- the inexperience and immaturity of young persons
- their lack of awareness of risks to their health and safety
- the fitting out and layout of their workstation and workplace
- the nature, degree and duration of any exposure to biological, chemical or physical agents
- the form, range, use and handling of work equipment
- the way in which processes and activities are organised
- any health and safety training given or intended to be given
- risks associated with the agents, processes and work listed in the Annex to EC Directive
- Also refer to Appendices for further information.

3.12.3 Young persons under school-leaving age will not be employed.

3.13 New & Expectant Mothers

3.13.1 A risk assessment shall be made or reviewed with respect to pregnant women or women who have recently given birth or who are breast feeding (new or expectant mothers).

3.13.2 The assessment is intended to identify possible exposure to any process, working condition or physical, chemical or biological agent, which may adversely affect their health and safety or that of their baby.

Also refer to Appendices for further information.

3.14 Vibration

- 3.14.1 The company will identify any activity or task involving the use of hand held vibrating work equipment and conduct a risk assessment based on the vibration magnitude and the duration of exposure.
- 3.14.2 Where practicable only tools designed for low vibration will be purchased.
- 3.14.3 Where work involving hand held or hand guided vibratory tools cannot be avoided and the assessment shows there is a risk of hand arm vibration syndrome health surveillance will be provided.
- 3.14.4 Where vibratory tools are provided a maintenance programme will be established in accordance with PUWER 3.4.1

3.15 Work at Height

- 3.15.1 Where it is reasonably practicable work at height will be avoided. Where this is not possible work equipment that protects the entire workforce rather than the individual will be chosen. (i.e. edge protection in preference to fall arrest devices)
- 3.15.2 Where work at height cannot be avoided a risk assessment will be conducted. Site specific assessments will also be completed by the operative whilst on site. Where changes or additional controls are required these will be recorded.

3.16 Food Safety

- 3.16.1 Food safety management procedures will be maintained inline with the principles of HACCP (hazard analysis critical control point)
- 3.16.2 These procedures will be kept in place supporting documents and records relating to the procedures
- 3.16.3 These procedures will be reviewed if products, work places or premises are changed

3.17 Stress

- 3.17.1 Workplace stressors will be identified and risk assessments will be conducted to eliminate or control the risks from stress.
- 3.17.2 Training will be provided for Managers and Supervisory staff in good management practices.
- 3.17.3 Confidential counselling will be provided for staff affected by stress caused either by work or external factors.

4.1 Occupational Health

- 4.1.1 Where occupational health risks are identified, the company monitors the health of those employees concerned where practicable. Particular attention is given to risks which:
- a) have the potential to seriously affect an individual's health,
 - b) cause existing ill health conditions to deteriorate,
 - c) affect the efficiency or effectiveness of an individuals work.
- 4.1.2 Where appropriate, competent persons will coordinate the completion of confidential medical questionnaires/information and instigate routine medical examinations for employees exposed to specific risks. Where necessary, assistance is sought from an Occupational Health Practitioner.
- 4.1.3 Appropriate protective measures are provided for employees to prevent occupational health problems.
- 4.1.4 In the event of any employees developing any of the following medical conditions, they should inform the Health and Safety Co-ordinator or Line Manager:
- chest or bronchial conditions,
 - heart complaints,
 - high/low blood pressure,
 - epilepsy,
 - asthma,
 - diabetes,
 - giddiness/fainting,
 - allergic reaction to any substance/activity.
- 4.1.5 Where a reported medical condition constitutes a notifiable occupational health condition, the Health and Safety Co-ordinator is responsible for notifying the Health and Safety Officer (should this occur, please contact The Health & Safety Service for assistance on this matter).
- 4.1.6 Employees are encouraged to raise any concerns related to stressful working conditions and accept opportunities for counselling when recommended.

4.2 Medicines at Work

- 4.2.1 The company does not provide employees with any form of medical drugs at work.
- 4.2.2 Employees are expected to give consideration to the effects of any medication taken for reasons of ill-health, especially medications that advise:

"May cause drowsiness"

"Do not drive or operate machinery"

Where such effects are observed, employees should inform their supervisor.

4.3 Alcohol and Drug Abuse

- 4.3.1 In the interests of safety for individual employees and other work colleagues, no employee shall:
- a) Report for or undertake any work activity on behalf of the company whilst under the influence of alcohol or any controlled substance/drugs.
 - b) Misuse, sell or distribute legitimate drugs, either purchased or prescribed for their own use whilst on company premises, client premises or otherwise undertaking company business.
 - c) Use, possess, distribute or sell non-prescribed or illicit controlled substances whilst on company premises, client premises or otherwise undertaking company business.
 - d) Use, possess, distribute, or sell alcoholic beverages, or items containing alcohol whilst on company premises, client premises or otherwise undertaking company business.
 - e) Work with or allow any person employed by the company to work, whom they have reasonable cause to believe is under the influence of alcohol or drugs.
- 4.3.2 The company reserves the right to carry out searches of possessions, vehicles or other employee property whilst arriving at work, leaving work, or undertaking any other company business. Employee's permission will be sought for this, however, the company reserve the right to involve the police where they consider it necessary.
- 4.3.3 Failure to comply with the arrangement in 4.3.1 above, constitutes a serious disciplinary offence and appropriate action will be taken against offenders.

4.4 Smoking

- 4.4.1 Smoking is only permitted in clearly marked designated areas outside the company premises.

4.5 Rest and Welfare Facilities

- 4.5.1 Suitable facilities are provided enabling employees to rest and consume beverages or food without risk of contamination. Adequate supplies of water suitable for drinking are provided for all employees.
- 4.5.2 All areas of work where employees are required to undertake routine activities are suitably ventilated with fresh or purified air. Where it is not practicable to maintain such areas at a reasonable temperature, employees are provided with suitable protective clothing.
- 4.5.3 A sufficient number of sanitary conveniences and washing facilities are provided for all employees, ensuring segregation between male and female employees.
- 4.5.4 Where employees are required to make repetitive actions or carry out tasks where little body movement is required, for long periods of time, they are expected to take suitable breaks. Appropriate training and instruction concerning such breaks is given to those employees involved in those activities.

4.6 Personal Protective Equipment

- 4.6.1 Where the need for personal protective equipment has been identified, to protect either employees or any other person who may be affected by specific activities, suitable equipment is provided by the company.
- 4.6.2 Where applicable, personal protective equipment complies with all necessary standards.
- 4.6.3 Users of personal protective equipment are responsible for ensuring that this equipment is used, stored and maintained in an appropriate manner. Where users observe such equipment to be damaged or otherwise unsuitable for use, they are required to report the observations to the Health and Safety Co-ordinator or manager at the earliest opportunity.
- 4.6.4 Users of personal protective equipment must not use any equipment that is observed to be damaged or otherwise unsuitable for use.

5.1 Employee Consultation and Involvement

- 5.1.1 Health and safety is a permanent agenda at management review meetings, which are held at regular intervals.
- 5.1.2 On commencement of employment all employees are provided with suitable and sufficient information and instruction relating to essential health and safety issues. During this instruction, employees are encouraged to discuss future concerns or views regarding health and safety with the Health and Safety Co-ordinator as necessary.
- 5.1.3 Where existing health and safety policies or arrangements are modified or additional arrangements are enforced, the Health and Safety Co-ordinator is responsible for discussing these developments with all employees, to ensure a clear understanding throughout the organisation.
- 5.1.4 A copy of both the company's Health and Safety Policy Statement and associated arrangements is fully accessible to all employees.

5.2 Supervision and Training

- 5.2.1 All employees are given suitable training to enable them to undertake their assigned responsibilities competently. Employees are not required to carry out any task in an unsupervised capacity until they have received suitable training.
- 5.2.2 Training needs are reviewed on an on-going basis to identify the need for new training or re-training.
- 5.2.3 Suitable training is provided for all identified training needs. Responsibility for ensuring that such training is completed and is effective rests with the relevant manager/ supervisor.
- 5.2.4 Records of training are maintained in accordance with the procedure for training.

6.1 Accident Reporting

- 6.1.1 All accidents, however small, (including near misses!), are reported to the Health and Safety Co-ordinator.
- 6.1.2 Where first-aid treatment is given, pertinent details are also recorded in the accident book by the first aider concerned.
- 6.1.3 In addition to the above actions, the company also has a statutory duty under RIDDOR, to report certain accidents, dangerous occurrences and illness to the Health and Safety Executive.
- 6.1.4 The Health and Safety Co-ordinator is responsible for notifying the Health and Safety Executive of occurrences that are reportable under RIDDOR, in accordance with the Work Instructions for notifiable Occurrences.

6.2 First Aid

- 6.2.1 The company ensures that a sufficient number of trained first-aiders are available during work hours. Details of first-aiders are displayed in each working area. For occasions where, due to unforeseen circumstances, no first-aiders are available, the Health and Safety Co-ordinator is responsible for coordinating the necessary actions.
- 6.2.2 The company also ensures that an adequate stock of essential first-aid resources is also readily available. Stocks of first-aid resources are checked at least twice per year by a first-aider (or other nominated person), who confirms this check on the relevant first-aid stock list.
- 6.2.3 Following a personal accident, the first-aider should be contacted and is responsible for assessing the situation/severity of injury incurred, and coordinating the necessary actions. Where that nature of the injury is deemed serious, the following actions are carried out:
 - a) Phone for emergency assistance if required.
 - b) Inform the Health and Safety Co-ordinator.
- 6.2.4 Employees who are absent from work, due to a work related illness or accident, are required to notify the company, (preferably their manager or the Health and Safety Co-ordinator) of pertinent details on their first day of absence.

6.3 Accident Investigation

- 6.3.1 Following an accident the Health and Safety Co-ordinator is responsible for ensuring that an appropriate investigation is carried out to determine the cause. The findings of the investigation are recorded.

6.4 Accident Prevention

- 6.4.1 Safety audits are carried out by the Health and Safety Co-ordinator, at scheduled intervals, to confirm that the defined arrangements for health and safety continue to remain in place. These audits are scheduled on the audit and review schedule, and the findings are recorded.

6.4.2 Where certain pieces of equipment are subject to statutory inspections, these inspections are carried out in accordance with the procedure for equipment maintenance. The company ensures that a competent person is appointed to carry out these inspections, and where necessary, a suitable external organisation is used to maintain this requirement.

6.5 Medical Surveillance

- 6.5.1 For occasions where an occupational health hazard has been identified by a risk assessment, the company undertakes appropriate health monitoring for those employees exposed to the risk.
- 6.5.2 Where such a risk is identified, appropriate measures are taken to maintain the health of individuals. Employees exposed to these risks are informed of the hazards concerned and any personal requirements necessary to ensure their continued health and welfare, (eg. use of barrier creams, welfare facilities, and protective equipment).

7.1 Raising the Alarm

- 7.1.1 If you discover a fire, sound the alarm by using the fire control points and inform the receptionist or other designated person so they may notify the fire brigade.
- 7.1.2 On hearing the alarm, all employees should:
 - a) Leave the building in an orderly manner, using the nearest exit, ensuring that doors and windows are closed (if safe to do so).
 - b) Assemble at the designated assembly point and report to the person responsible for carrying out the roll call.
 - c) **DO NOT RE-ENTER THE BUILDINGS**, unless it has been declared safe by the Senior Fire Officer or other similarly qualified person in attendance.
 - d) Stay at the assembly point until advised otherwise by a manager or the emergency services.
- 7.1.3 In addition to the requirements defined, individual persons have responsibility for undertaking specific duties as follows:

Reception/other designated person: Dial 999 or 112 to call the Fire Brigade. When connected to the fire service state clearly nature of the emergency and company address. **DO NOT** replace the receiver until this information has been correctly acknowledged.

Fire Marshals: Check designated areas to confirm complete evacuation and closure of doors and windows, where it is safe to do so.

7.2 Use of Fire Extinguishers

- 7.2.1 Employees must **NOT** tackle a fire unless training has been received concerning the use of fire fighting appliances provided.
- 7.2.2 Where training has been provided, employees shall only tackle fires if it is safe to do so without putting themselves or others at risk.
- 7.2.3 Where smoke is observed to be coming from under a closed door, **DO NOT** open the door.
- 7.2.4 Fire extinguishers may contain different extinguishing agents. It is important to ensure that different types of extinguisher are only used for their designated purposes. New fire extinguishers have a RED body and its use is defined by its colour coded identification label. (NOTE: on older appliances the body colour of the extinguisher may indicate its contents). Colours are as follows:

<u>Colour</u>	<u>Type</u>	<u>Types of fire to be used on</u>
Red	Water	Wood, paper, textiles only.
Blue	Powder	Wood, paper, textiles, petrol, oil, fat, paint, electrical.
Black	Carbon Dioxide (CO ₂)	Petrol, oil, fat, paint, electrical.
Cream	Foam	Petrol, wood, textiles, oil, fat, paint.
Yellow	Wet Chemical	Oils, fats.

8.1 Selection of Contractors

- 8.1.1 All contractors are evaluated prior to use, to confirm their competence is suitable for the nature of work being undertaken. Contractors are evaluated in accordance with company procedures. Method statements will be obtained for high risk operations.
- 8.1.2 Contractors are provided with information and where necessary, details of precautions to be taken, in relation to known potential hazards associated with the work to be undertaken. Contractors are provided with this information PRIOR to commencing their work.
- 8.1.3 Where company owned equipment is loaned to contractors for their use, such equipment is checked by the Health and Safety Co-ordinator or appropriate manager prior to loan, to confirm its suitability for use.
- 8.1.4 The Health and Safety Co-ordinator and/or designated Manager are responsible for monitoring the work undertaken by contractors, to ensure that safe working practices continue to be adopted

8.2 Visitors

- 8.2.1 All visitors are required to ensure that their vehicles are left in designated parking areas, and do not obstruct fire escape routes, private or public routes, other vehicles or designated entrances to company buildings.
- 8.2.2 On entering the company premises, all visitors are required to report to reception and sign the visitor's book.
- 8.2.3 Visitors are accompanied or supervised at all times whilst on company premises, unless otherwise authorised by the Managers or the Health and Safety Co-ordinator.
- 8.2.4 Visitors are not allowed to remove any item or document from the premises without prior authorisation.
- 8.2.5 In the event of an emergency, visitors will be supervised and/or given appropriate instructions for the actions to be taken to preserve their safety. Visitors are required to observe any instruction given by persons enforcing the company safety policies.
- 8.2.6 Visitors are required to wear appropriate personal protective equipment or clothing as necessary.
- 8.2.7 Visitors are required to report any accidents (including near misses), that occur due to either their acts or omissions. Accidents should be reported to the Health and Safety Co-ordinator.
- 8.2.8 Children are not allowed on the company premises or any other premises under the control of the company.

9.1 Cleanliness and Waste Materials

- 9.1.1 All work areas, rest areas and sanitary conveniences, (including furniture and furnishings), are maintained in a sufficiently clean and hygienic conditions, so as to prevent any associated ill health effects.
- 9.1.2 Work equipment is cleaned as appropriate, so as to ensure its continued safe and efficient operation.
- 9.1.3 Surplus or defective materials and residual waste are kept at the lowest reasonable levels and are stored, whenever possible, in suitable containers.
- 9.1.4 All employees are expected to contribute to the maintenance of a clean and tidy working environment.
- 9.1.5 Areas subject to hazardous cleanliness/hygiene conditions, (eg. wet floor, bacterial contamination, etc.), are clearly identified and persons entering such areas are given appropriate information and/or protective equipment.

9.2 Spillages

- 9.2.1 Accidental spillages are contained at the earliest opportunity to prevent excessive spread.
- 9.2.2 For occasions where a spillage cannot be removed immediately, or where hazards resulting from a spillage may exist for a period of time after removal of the main constituent materials,(eg. slippery floor resulting from an oil spillage), the affected area is secured or clearly identified to prevent inadvertent access.

9.3 Personal Protective Equipment

- 9.3.1 Personal protective equipment is stored in a manner which preserves its functional capability at all times when not in use.
- 9.3.2 Employees are responsible for checking personal protective equipment for visual defects, and other specific features where specified, prior to use. Where personal protective equipment requires specific storage requirements, these requirements are defined and documented.

9.4 Gangways and Pedestrian Routes

- 9.4.1 All roof spaces, gangways and access to or egress from working areas are kept clear and free from obstacles or other hazards which could cause slips, trips and falls.
- 9.4.2 All work areas and emergency exits are regularly checked by the relevant supervisor and/or Company Safety Executive/Officer to ensure that they are kept clear. Employees found causing blockages to emergency exits will be formally disciplined.

9.5 Signs and Warnings

- 9.5.1 Where necessary, appropriate safety signs or other suitable warnings are used to identify potential hazards. These signs or warnings are regularly checked to confirm that they can be clearly seen and/or heard and where appropriate, employees are familiar with the associated actions to be taken.
- 9.5.2 The type of sign used will follow the requirements of the Safety Signs and Signals Regulations 1996 which are outlined below;

Warning Sign



A sign indicating a hazard or a warning of danger (i.e. Warning- live electrics, danger of death)

Prohibition Sign



A sign prohibiting a behaviour likely to cause or increase danger (i.e. Smoking is prohibited)

Mandatory Sign



A sign prescribing a specific type of behaviour (i.e. Eye protection must be worn)

Safe Condition Sign



A sign indicating a 'safe condition' such as first aid post or emergency exit route

9.6 Windows and Ventilation

- 9.6.1 All windows are maintained in a clean condition, to ensure adequate levels of light and visibility. Where windows are designed to be opened for ventilation purposes, such windows are maintained as necessary to ensure the any mechanical devices affecting their use are suitably maintained or repaired to ensure correct operation.
- 9.6.2 Where any form of mechanical air conditioning/purifying system is used, these systems are inspected every 14 months, more often if required.
- 9.6.3 Employees are not subjected to uncomfortable draughts from ventilation methods used.

9.7 Lighting

- 9.7.1 Adequate and suitable lighting is provided to enable employees to undertake their duties comfortably, avoiding any form of eye strain or glare.
- 9.7.2 Where workstations or work areas are re-located, existing lighting arrangements are reviewed, and modified if required, to maintain suitable working conditions.
- 9.7.3 Defective bulbs and fluorescent tubes are replaced promptly.

9.8 Security

- 9.8.1 Responsibility for ensuring that the factory sites and office premises are made secure during non-working hours rests with the Company Safety Executive/Officer and Managers. This responsibility includes:
 - i) ensuring that all windows and external doors are securely fastened and locked
 - ii) ensuring that all fire doors are closed
 - ii) ensuring that electrical appliances and machines are turned off
 - vi) ensure that no risk to the public is left unchecked, and is made safe
- 9.8.2 In the event of a burglary or any other emergency during out of work hours, the Company Safety Executive/Officer, Managers or a member of the Management Team is responsible for coordinating appropriate action.

10.1 General Requirements

- 10.1.1 All electrical systems are constructed, used and maintained in such a manner as to prevent danger so far as is reasonably practicable.
- 10.1.2 Electrical equipment provided for use by either employees or sub-contractors is maintained in a safe condition and in accordance with relevant statutory duties. The Health and Safety Co-ordinator is responsible for ensuring that such checks are completed by competent persons.
- 10.1.3 Where electrical equipment requires isolation to prevent danger or other foreseeable risk, adequate precautions are taken to prevent this equipment becoming electrically charged accidentally or otherwise non-intentionally.
- 10.1.4 Users of electrical equipment are required to handle, store and use such equipment in a manner which preserves safe working conditions. Where users find electrical equipment to be defective or unsuitable for safe use, such equipment must not be used until authorisation is given by the relevant manager or Health and Safety Co-ordinator.
- 10.1.5 All portable electrical appliances are identified in a register and regularly inspected to confirm continued integrity. Portable appliances are clearly marked and/or controlled to prevent unauthorised use of equipment which has not been inspected or is otherwise unsuitable for use.

10.2 Safe Working

- 10.2.1 The following precautions should be observed when using electrical equipment to minimise the risk of accidents:
 - a) All equipment, appliances and associated cables must be protected against overload and short circuits by suitable electrical protection devices.
 - b) All cable conductors are electrically insulated and protected against mechanical damage. Additionally, exposed cables designed for regular re-positioning (eg. extension leads, portable appliance leads, etc.) are flexible and protected as necessary to prevent damage being sustained during use.
 - c) Long extension leads, whenever possible, should not be trailed across floors. Cable routes should be chosen to avoid exposing the cable to foreseeable damage. Where cables are routed across pedestrian routes or vehicle gangways, the cables are either buried or protected by surface ramps.
 - d) Portable equipment is usually checked by users PRIOR to use, for damage to:
 - 1) the casing
 - 2) plug pins
 - 3) connection terminals, where appropriate
 - 4) cable anchoring devices
 - 5) cable sheath
- 10.2.2 Appliances having any damage, including cable damage, must not be used.

10.3 Low Voltage

- 10.3.1 Voltages not exceeding 1000V AC or 1500V DC between conductors or 900V AC or 900V DC between conductors and earth are considered as low voltage.
- 10.3.2 Low voltage equipment is kept secure against unauthorised access. Where access to such equipment is required, the equipment is isolated so far as is reasonably practicable prior to commencing work.
- 10.3.3 Live working on low voltage electrical equipment is not permitted unless such work can be justified under the following circumstances:
- i) Where it is not practicable to carry out the work with the conductors indicated, (e.g. live testing).
 - ii) Where a greater hazard would be created by isolating the conductors.
 - iii) It is reasonable in all circumstances for the work to be carried out on a live system, and that suitable precautions, (including, where reasonable, the provision of suitable protective equipment), are in place.
 - iv) Where the work is being carried out by an authorised person, accompanied by a second person who will act under the direction of the authorised person. The second person will have knowledge of the dangers associated with live working on low voltage systems and be capable of isolating the electrical supply. Additionally, the second person must be competent with resuscitation techniques and providing suitable assistance including the summoning of help.
 - v) Unauthorised access is prevented to electrical equipment which is exposed whilst energised at low voltage.
 - vi) A safe system of work has been defined and documented.

11.1 Record Completion

- 11.1.1 Relevant Managers and the Health and Safety Co-ordinator are responsible for ensuring that statutory records are completed fully and correctly. These records are identified in appropriate procedures, work instructions or other similar documents.
- 11.1.2 Under no circumstances should record entries be made falsely. Falsifying record details is considered as gross misconduct for which appropriate action is taken.
- 11.1.3 Completed records are stored and retained in accordance with the procedure for records.

11.2 Record Retention

- 11.2.1 Where necessary, records are archived or transferred to some other suitable storage/reference format at the discretion of the Management. Where methods of archiving are used, such methods ensure that records can be retrieved easily for reference purposes.
- 11.2.2 Records relating to health and safety issues are retained for at least ten years unless specified elsewhere, to conform with statutory requirements.
- 11.2.3 Health and safety records are not disposed of until their minimum retention period has expired. The disposal of such records is authorised by the Health and Safety Co-ordinator.

12.1 General Working Practices

- 12.1.1 Employees must not operate any item of plant or equipment unless they have been trained and are authorised to do so.
- 12.1.2 Employees must ensure that equipment is used for its intended purpose and is used correctly with relevant guards and safety devices in place and functional.
- 12.1.3 Employees must report to their Health and Safety Co-ordinator/supervisor any fault, damage, defect or malfunction observed with any item of work equipment.
- 12.1.4 Employees must not clean, maintain or otherwise tamper with moving equipment, unless such requirements are specifically defined and the person concerned is authorised to undertake the tasks involved.
- 12.1.5 Employees must not leave any item of equipment in motion whilst unattended, unless authorised to do so.
- 12.1.6 Plant or equipment is not used by any employees under the age of 18 unless sufficient training has been received or adequate supervision is provided.
- 12.1.7 Employees must not make any repairs or carry out maintenance work of any nature unless authorised to do so.
- 12.1.8 Employees must observe defined pedestrian and vehicle controls in force.

12.2 Company Vehicles

- 12.2.1 Drivers of company vehicles are required to carry out routine checks of their vehicle in accordance with the manufacturer's recommendations. Compliance with the Road traffic Act is the responsibility of the driver. All defects must be reported immediately to the company. Compliance with Road Traffic Act and insurance requirements is the responsibility of the driver.
- 12.2.2 Employees are allowed to drive only those vehicles for which they hold an appropriate licence or permit.
- 12.2.3 Employees must not carry unauthorised passengers or loads in company vehicles, nor use company vehicles for unauthorised purposes.
- 12.2.4 Employees must not load vehicles above specified capacities.
- 12.2.5 Employees must not drive or operate company vehicles whilst suffering from any medical condition or illness that may affect their driving/operating ability.
- 12.2.6 The use of mobile phones whilst driving is **not** permitted unless the vehicle is fitted with a suitable hands free kit. However, it is the driver's responsibility to satisfy themselves that it is safe to conduct a conversation, even with the use of a hands free kit. (Those members of staff who have to contact other employees who may be driving must check that it is safe to conduct a conversation at the first instance).

13.1 General Rules

All employees are to observe the following rules:

- 13.1.1 Report any accident, however minor, dangerous occurrence or illness occurring at work or as a result of your work to your supervisor/ Health and Safety Co-ordinator at the earliest possible opportunity.
- 13.1.2 Become familiar with the company's policies, procedures and arrangements for Health and Safety, and cooperate as necessary to ensure continued compliance with statutory duties.
- 13.1.3 Do not undertake any work activity with a medical or other condition (e.g. resulting from alcohol, drugs, etc.) which may affect your ability to work safely.
- 13.1.4 Do not run at any time.
- 13.1.5 Spillages must be cleaned up immediately or otherwise contained and reported.
- 13.1.6 Horseplay and practical jokes are prohibited at all times.
- 13.1.7 Under no circumstances should objects be thrown.
- 13.1.8 Do not interfere with any equipment, safety devices or guards, without authorisation to do so.
- 13.1.9 Personal protection equipment must be worn in all prescribed circumstances. Employees are required to handle, use and store such equipment in a manner which preserves its suitability for use.
- 13.1.10 Your supervisor or the Health and Safety Co-ordinator must be advised of all equipment observed to be defective or otherwise unsuitable for use, including personal protective equipment, at the earliest opportunity.
- 13.1.11 Employees must wear suitable clothing while at work, ensuring that loose clothing, hats, scarves, woollen garments and jewellery are removed prior to working with or near machinery where there is a risk of entanglement.
- 13.1.12 Employees working with machinery must control their hair to prevent entanglement, where applicable.
- 13.1.13 Gangways and fire exits must be kept clear of obstructions at all times and other places of work must be maintained in a clean and tidy condition.
- 13.1.14 Vehicles, trolleys or objects must not be pushed over or rested on cables unless proper bridging arrangements are in place.
- 13.1.15 Employees must take particular care in the vicinity of designated traffic routes and must not, under any circumstances, walk underneath elevated loads.
- 13.1.16 Assist as required with accident investigation, to establish the cause and prevent similar recurrence.

**REPORTING OF INJURIES AND DANGEROUS OCCURRENCES REGULATIONS 1995****WHAT IS A REPORTABLE INJURY?**

The following categories of injury must be reported to the Health and Safety Executive by the **quickest possible means** (i.e. telephone or via the internet) and confirmed within **ten days** on report form F2508:

- a)** Death of an employee, self employed person, or visitor on site, (or if death occurs within 12 months of the injury as a result of the injury - report the death as soon as known).
- b)** One of the specified major injuries:-
- Fracture of the skull, spine or pelvis
 - Dislocation of the shoulder, hip knee or spine
 - Fracture of a bone in the arm, wrist, leg or ankle (But not a bone in the fingers, thumbs or toes)
 - Any amputation
 - Loss of sight of an eye
 - Penetrating injury to the eye, or chemical, or hot metal burn to the eye
 - Injury, including burns, requiring immediate medical treatment, or loss of consciousness due to electric shock
 - Loss of consciousness due to lack of oxygen
 - Loss of consciousness or acute illness requiring medical treatment due to harmful substance or biological agent.
 - Any other injury, leading to hypothermia, heat induced illness or to unconsciousness requiring resuscitation or resulting in hospital admission for 24 hours.

The following category of accidents should be reported to the Health and Safety Executive on form F2508 within **ten days** of the incident:

- Any injury which results in absence from work of 3 days or more (and the injury is not a major injury as defined above). Days include Saturday and Sunday or any national holiday, excluding the actual day of the accident.

NOTE: "Accident" has been defined as including an act of non consensual physical violence done to a person at work.

WHAT IS A DANGEROUS OCCURRENCE?

The following are the applicable specified dangerous occurrences which must be reported to the Health and Safety Executive, by telephone or via the internet, and confirmed within 10 days on Form 2508 (F2508):

- a) The collapse of, the overturning of, or the failure of any load bearing part of:-
- Any lift, hoist, crane, derrick or mobile powered access platform, access cradle or window cleaning cradle;
 - Any excavator;
 - Any pile driving frame or rig having an overall height, when operating, or more than seven metres;
 - Fork lift truck.

- b) The failure of any closed vessel (including a boiler or boiler tube) or of any associated pipework in which the internal pressure was above or below atmospheric pressure, where the failure has the potential to cause the death of any person.
- c) Any unintentional incident in which plant or equipment either comes into contact with an uninsulated overhead electric line in which the voltage exceeds 200 volts or causes an electrical discharge from an overhead electric line by coming into close proximity to it.
- d) Electrical short circuit or overload attended by fire or explosion which resulted in the stoppage of the plant involved for more than 24 hours and which, taking into account the circumstances of the occurrence, might have been liable to cause the death of, or injury to, any person.
- e) Any incident in which breathing apparatus malfunctions while in use, or during testing immediately prior to use in such a way that had it occurred during use it would have posed a danger to the health or safety of the user.
- f) A collapse or partial collapse of any scaffold which is more than five metres high which results in a substantial part of the scaffold falling or over-turning or suspended over water where there is a risk of drowning due to collapse; and where the scaffold is slung or suspended, a collapse or partial collapse of the suspension arrangements (including any outrigger) which causes a working platform or cradle to fall.
- g) Any incident:-
 - In which a road tanker or tank container used for conveying a dangerous substance by road or a vehicle used to transport a substance listed in the Road Traffic (Carriage of Dangerous Substances in Road Tankers and Tank Containers) Regulations 1992:
 - i) Overturns; or
 - ii) Suffers serious damage to the tank, or
 - In which there is:-
 - i) an uncontrolled release or escape of the dangerous substance being conveyed; or
 - ii) a fire which involves the dangerous substance being conveyed.
- h) Any unintended collapse or partial collapse of:-
 - Any building or structure under construction, reconstruction, alteration or demolition, or any false work, involving a fall of more than five tonnes of material; or
 - Any floor or wall of any building being used as a place of work, not being a building under construction, reconstruction, alteration or demolition.
- i) An explosion or fire occurring in any plant or place which resulted in the stoppage of that plant or suspension of normal work in that place for more than 24 hours, where such explosion or fire was due to the ignition of process materials, their by-products (including waste), or finished products.
- j) Any ignition or explosion of explosives, where the ignition or explosion was not intentional.
- k) The failure of any freight container in any of its load bearing parts, while it is being raised, lowered or suspended.
- l) Either of the following incidence in relation to a pipeline as defined by Section 65 of the Pipe-Lines Act 1962:-
 - The bursting, explosion or collapse of a pipeline or any part thereof; of
 - The unintentional ignition of anything in a pipeline.

m) The sudden, uncontrolled release -

- ! **inside a building:** of 100 kilograms or more of a flammable liquid, 10 kilograms or more of a flammable liquid at a temperature above its normal boiling point, 10 kilograms or more of a flammable gas, or
- ! **in the open air:** of 500 kilograms or more of the substances referred to above.

INDUSTRIAL DISEASE

The following diseases are to be reported to the Health and Safety Executive on Form F2508A as soon as a written diagnosis is received from a doctor:

a) Poisoning: Acrylamide, arsenic, benzene and derivatives, beryllium, cadmium, carbon disulphate, diethylene dioxide, ethylene oxide, lead, manganese, mercury, methyl bromide, nitrogen oxide and phosphorous.

b) Skin Diseases:

Chrome ulcer from work involving exposure to chromic acid or chromium compounds.

Folliculitis, acne or skin cancer from work involving exposure to mineral oil, tar, pitch or arsenic.

Radiation skin injury from work with ionising radiation.

c) Lung Diseases:

Occupational asthma from work with isocyanates, platinum salts, fumes/dusts from various resin hardeners, fumes from soldering resins, proteolytic enzymes, animals/insects, and agricultural dusts from grain etc.

Extrinsic alveolitis from exposure to moulds, fungal spores or heterologous proteins.

Pneumoconiosis from work with silica rock, sand or materials containing such substances. Work with flint. Sandblasting. Exposure to dust during work with casting in a foundry. Work with china/earthenware, granite, grindstone dressing, mineral working/mining etc., coal and slate operations, manufacture of carbon electrodes or boiler scaling.

Byssinosis from work with cotton or flax.

Mesothelioma, lung cancer, or asbestosis from work with asbestos or its products.

Bronchial or lung cancer from work in area where nickel is produced from gas compounds.

d) Infections: Leptospirosis from handling animals or work in areas where rats may be present.

Hepatitis from exposure to human blood and body products, etc.

Tuberculosis from work with persons or animals, their remains, or materials, which might be affected.

Illness caused by work with pathogens.

Anthrax from any activity.

d) Other conditions:

Bone cancer and blood dyscrasia from work with ionising radiation.

Cataracts from exposure to electro-magnetic radiation including heat.

Decompression sickness or barotrauma from breathing gases at increased pressure.

Nasal or sinus cancer from work with wooden furniture, leather or fibre footwear, or nickel production from gases.

Angiosarcoma of the liver from work with vinyl chloride monomer.

Urinary tract cancer from exposure to specified substances.

Vibration white finger from work with chainsaws, handheld rotary tools, percussive metal-working tools, percussive drills/hammers/breakers, etc.

NOTE: This is not a complete list of Reportable Diseases. If you are not sure what is reportable, information on all diseases can be found in Schedule 3 of the Guide to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 or contact The Health & Safety Service for guidance.

PROCEDURE TO BE FOLLOWED BY DIRECTORS & OTHER COMPANY EMPLOYEES

ALL INJURIES

The details of all accidents resulting in personal injury to any person, whether directly employed or not, which occur at any of the Company's operations, workshops or offices, must be entered in the accident book. It is important that this entry be made after each accident because it does provide evidence that an injury was sustained at work, should a claim for damages or industrial injuries benefit be made by the injured person at a later date.

INCAPACITATING INJURIES

Where an accident which causes a person to lose time from work - e.g. leaving their place of work for off-site medical treatment or through inability to resume work. All relevant information should be gathered by the relevant supervisor. The Health and Safety Co-ordinator should then be informed.

Immediately after the injured person has returned to work or on the fourth day following the accident, if the injured person has not returned to work (the four days may include Saturday and Sunday), the Health and Safety Co-ordinator must be notified of the incident to enable him to send the necessary F2508 form to the Health and Safety Executive or local authority to notify them of the position.

The Company's Safety Officer will be responsible for notifying the Health and Safety Executive, and will also be responsible for ensuring that the details of all incapacitating injuries are entered in the accident book. (Form 2508 must be sent to the Health and Safety Executive by fax, via the internet or post within **ten days**.)

FATALITIES AND MAJOR INJURIES

In the event of a fatal accident, or an accident where a major injury is suspected, the relevant supervisor should notify the Health and Safety Co-ordinator immediately. This procedure must be followed in every case - i.e. employees, sub-contractors, self-employed persons and members of the public.

The Health and Safety Co-ordinator will be responsible for notifying the Health and Safety Executive, immediately by the quickest practicable means, for investigating the circumstances and preparing a report for the Board of Directors, and will be responsible for ensuring that the details of all fatalities are recorded in the Accident Book - B1510 and on the F2508 form which must be faxed, or completed via the internet, or posted to the Health and Safety Executive within **ten days**.

DANGEROUS OCCURRENCES

Where a defined dangerous occurrence occurs, whether a person is injured or not, the relevant supervisor must inform the Health and Safety Co-ordinator immediately.

The Health and Safety Co-ordinator will be responsible for notifying the Health and Safety Executive and for investigating the circumstances and preparing a report for the Board of Directors, and will be responsible for notifying the Health and Safety Executive of all notifiable dangerous occurrences using Form 2508 which must be sent by fax, via the internet or by post to the Health and Safety Executive within **ten days**.

DISEASES

If it comes to any supervisors attention that a medical practitioner has diagnosed a person working for them is suffering from any of the diseases listed earlier in this section, they must immediately notify the Health and Safety Co-ordinator of the position.

The Health and Safety Co-ordinator will be responsible for investigating the matter and notifying the Health and Safety Executive using the Form 2508A.

The forms shown on the following pages are designed to provide a guide for the reporting/subsequent investigation of an accident, and should be used whenever necessary.

The first form should be completed by an authorised person as soon as possible after the accident, the second by the injured person, as soon as they are able. The third (which should be retained for analysis) should be completed when undertaking the investigation into the occurrence.



ACCIDENT REPORT FORM - Manager/Supervisor to complete

[IP=Injured Person]

A. Establishment address					
Telephone No.					
B. Subject of Report (please tick appropriate box)					
Death <input type="checkbox"/>		Major injury <input type="checkbox"/>		'Over three day injury' <input type="checkbox"/>	
				Minor Injury <input type="checkbox"/>	
C. Date, time, place and details of the accident					
Date			Time		
Where on the premises did it occur					
Job being carried out when the accident occurred					
Brief details of the accident					
Action taken to prevent the accident occurring again					
D. The injured person					
Full name and address					
Home telephone number					
Date of Birth			Sex		
Length of Service					
A I P Catering employee <input type="checkbox"/>		Casual staff <input type="checkbox"/>		Agency staff <input type="checkbox"/>	
Trainee <input type="checkbox"/>		Work Experience <input type="checkbox"/>		Customer <input type="checkbox"/>	
				Other <input type="checkbox"/>	
Job Title					
Had the injured person received training for the job they were carrying out			Yes <input type="checkbox"/>		No <input type="checkbox"/>
Nature of the injury and the part of body affected					
Has the injured person taken time off work following the accident				Yes <input type="checkbox"/>	
				No <input type="checkbox"/>	
How long was the injured person absent from work following the accident				Days	
Was PPE clothing being worn when the accident took place				Yes <input type="checkbox"/>	
				No <input type="checkbox"/>	
E. Witness (please attach any relevant statements)					
Name 1.					
Name 2.					
F. Catering Manager		Print name		Signature	
				Date	

The Annex to EC Directive on the protection of young persons includes the risks associated with:

- (a) ionising radiation
- (b) work in high pressure atmospheres
- (c) biological agents belonging to category groups 3 and 4
- (d) chemical agents which are classified as:
 - (i) toxic, very toxic, corrosive or explosive
 - (ii) harmful with one or more of the following risk phrases:
 - R39 — danger of very serious irreversible effects
 - R40 — possible risk of irreversible effects
 - R42 — may cause sensitisation by inhalation
 - R43 — may cause sensitisation by skin contact
 - R45 — may cause cancer
 - R46 — may cause heritable genetic damage
 - R48 — danger of serious damage to health by prolonged exposure
 - R60 — may impair fertility
 - R61 — may cause harm to the unborn child
 - (iii) irritant with one or more of the following risk phrases:
 - R12 — highly flammable
 - R42 — may cause sensitisation by inhalation
 - R43 — may cause sensitisation by skin contact
 - carcinogens (and certain related work processes)
- (e) lead and lead compounds
- (f) asbestos
- (g) manufacture and handling of fireworks and other explosive devices
- (h) work involving fierce or poisonous animals
- (i) industrial animal slaughtering
- (j) the handling of equipment for the production, storage and use of compressed, liquefied or dissolved gases
- (k) work in vats, tanks, reservoirs or carboys containing any of the chemical agents listed above
- (l) work where there is a risk of collapsing structures
- (m) work involving high voltage electricity
- (n) work where the pace of the work is controlled by machinery and payment is based on results

Working Conditions, Physical, Biological and Chemical Agents affecting New or Expectant Mothers:

Physical agents:

Shock, vibration or other movements; manual handling of loads; noise; ionising and non-ionising radiation; temperature extremes; postures and movements that cause mental and or physical fatigue; hyperbaric (high pressure) atmospheres

Biological agents:

Bacteria, viruses and other micro-organisms known to cause adverse human health effects, especially those known to cause abortion or physical/neurological damage; note, when considering risks from infectious or contagious diseases, only levels of risk over and above those new and expectant mothers may be exposed to outside the workplace need be addressed.

Chemical agents:

Mercury, lead, substances absorbed through the skin, cytotoxic drugs, carbon monoxide and chemicals labelled with the following risk phrases:

- (i) R40: possible risk of irreversible effects
- (ii) R45: may cause cancer
- (iii) R46: may cause heritable genetic damage
- (iv) R61: may cause harm to the unborn child
- (v) R63: possible risk of harm to unborn child
- (vi) R64: may cause harm to breast fed babies.