



**CONABEARE
ACOUSTICS**

Health and Safety Policy

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Station Road
Theale
Berkshire
RG7 4AA

Introduction

This document details the health and safety policy of Conabeare Acoustics.

For ease of reference, this document is structured as follows:

- Index for policy and safe working practices
- Glossary of terms and abbreviations
- Appointed Persons
- Statement of Intent
- Organisation of Health and Safety within the company
- Main part of the policy covering areas affecting all personnel
- List of current legislation applicable to each Section

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Glossary of Terms and Abbreviations

Appointed Person	Person with specific knowledge who should be consulted for advice and who will monitor and review safety standards within his/her area of responsibility.
Regulation	A regulation is enforceable by an act of law, e.g. 'The Health and Safety at Work etc. Act 1974'.
DSE	Display Screen Equipment (which also includes the desk area or 'workstation' as a whole).
PPE	Personal Protective Equipment (work wear provided by Conabeare Acoustics to reduce the risk of harm or injury e.g. hard hats, ear defenders, breathing apparatus).
COSHH	Control of Substances Hazardous to Health (regulations to ensure the safe use and storage of chemicals and other substances e.g. bleach).
RIDDOR	Reporting of Incidents, Disease and Dangerous Occurrences Regulations (these regulations ensure that incidents of a serious nature are reported so that the enforcing authorities can monitor trends and amend legislation if necessary).
PAT	Portable Appliance Testing (the testing of all plug-in appliances on a regular basis).
DSE Assessor	Appointed person who has been trained on how to perform a DSE Assessment and who is up to date on the most recent guidance issued by professional bodies on the best way to use DSE with the minimum of risk to health and well being.
DSE Assessment	An assessment performed by a DSE Assessor that records how a user is performing work activities at his or her workstation. In line with current guidance, the assessment will detail any changes and/or improvements which may be necessary for the user to continue use of DSE with the minimum of risk to the user's health and well-being.
Competent Person	A person who has sufficient training and experience or knowledge and other qualities, which enables him or her to assist the employer in complying with legal requirements.
ACOP	Approved Code of Practice – suggested best practice guidance issued by a professional authority.
LOLER	Lifting Operation and Lifting Equipment Regulations 1998
'near miss'	This is where an accident happened but there was no damage to property or injury to a person, e.g. a bottle of acid was knocked over but it only spilled onto the floor and not onto someone's foot or hand etc. If someone had been in the vicinity of the accident, the injury would have been serious.
PUWER	Provision and Use of Work Equipment Regulations 1998
Risk Assessment	A risk assessment is performed for each work activity performed by employees. For each work activity, the associated hazards are listed and also who might be affected by the work activity. The possible results of the activities are then considered (i.e. using a drill for long periods may result in irreparable hearing damage) and how likely those results are to happen. This consideration results in a verdict of low, medium or high risk. Consideration is then given to reducing the probability of the damage happening, and how that damage can be minimised (i.e. wearing ear defenders when using the drill).

	The objective of a risk assessment is to inform any person carrying out a particular work activity what hazards may be encountered, who else might be affected by their work activity and how the hazards and the risk can be reduced, thereby promoting the safest working environment possible.
Young Person	Person over school leaving age but less than 18 years old.
Child	Person who has not yet reached school leaving age.
Hazard	A hazard is something that has the potential to cause harm, e.g. a frayed electrical cable. It also relates to circumstances that have the potential to cause harm, e.g. someone walking downstairs carrying a large heavy load which means they can't see where they are placing their feet on the steps.
Risk	The risk is the likelihood, or probability that the hazard will result in harm. e.g. carrying a few reams of copier paper is a low risk activity – however, if the box they are in is so large that it obscures the line of vision, the risk of an accident happening is very high.
Practicable and 'reasonably practicable'	'Practicable' means that if it is possible to reduce a risk, then it must be done, almost regardless of the cost involved. 'Reasonably practicable' means that if it is possible to reduce a risk, then it should be done, but if the cost of reducing the risk is unreasonable in relation to the business or if the technology isn't available, then it is still possible that the activity can be performed so long as the operator is fully aware of the hazards and the risk and all other possible risk reduction measures have been implemented.
HSE	Health and Safety Executive

Appointed Persons

To be completed by Conabeare Acoustics

Appointed Persons

Updated:

Area of Responsibility	Name	Contact Details
Building Evacuation & Fire Arrangements		
Accident Reporting		
First Aid		
Maintenance		
Company Vehicles		
Building Services (Cleaning, waste disposal)		

Section 1

Health and Safety Policy Statement



Section 1: Health and Safety Policy Statement

Conabeare Acoustics recognises the fact that health and safety has positive benefits to the organisation and commitment to a high level of safety makes good business sense. It also recognises that health and safety is a business function and must, therefore, continually progress and adapt to changes. The approach to health and safety will be based on the identification and control of risks.

As there are distinct benefits to be gained from providing a safe and healthy working environment, appropriate levels of resources will be allocated to ensuring health and safety within the organisation. A positive culture will be encouraged within the organisation; actively supported by senior management.

This Policy also acknowledges responsibility in respect of persons other than the employees of Conabeare Acoustics, whether members of the public or employees of contracting companies. In the supply of organisation services, operation and maintenance of all equipment and materials, it is the aim of the Company to do everything possible to prevent personal injury and damage. To this end the Company will provide appropriate safety instructions and safety devices for all employees wherever necessary.

All employees will be involved in the decision-making processes either on an individual basis or through their representatives. The performance of both individuals and the organisation will be monitored to pre-determined standards with continual improvements being made to health and safety standards.

Adequate planning, monitoring and review of the implementation of this health and safety policy will be carried out. In order to ensure that this general statement is achieved, the following will form the Company's aims and objectives:

1. The Company will ensure that there are arrangements put into place for the effective planning, development and review of this policy statement.
2. Management will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the organisation.
3. The Company will provide the necessary information, instruction and training to employees and others, including temporary staff to ensure their competence with respect to health and safety.
4. Management considers that health and safety rates equal to all other business functions and will attach equal importance to achieving health and safety targets.

Section 1: Health and Safety Policy Statement

5. The company will devote the necessary resources in the form of finance, equipment, personnel and time to ensure health and safety. The assistance of expert help will be sought where the necessary skills are not available within the company.
6. The company will liaise and work with all necessary persons to ensure the health and safety of its staff, contractors and visitors.
7. The company believes in constantly improving health and safety standards and performance. It will to this end endeavour to ensure that all relevant Statutes, Regulations and Codes of Practice are complied with. The minimum standards that will be adopted by the company are those required by law, although the company will seek always to exceed these where there is a demonstrable benefit.
8. The company recognises that safety is the responsibility of everyone within the organisation and is not just a function of management. Appointed persons will have specific duties and responsibilities to comply with the letter and spirit of this policy. Employees will have specific responsibilities to take reasonable care of themselves and others who could be affected by their activities and to co-operate with management in achieving the standards required. The company will ensure that health and safety management is an integral part of the normal management function and will monitor their performance along with their other duties.
9. The company will ensure that health and safety is fully integrated into the management and decision-making processes within the organisation.
10. The company will set up a system to ensure that accidents and 'near-misses' are fully investigated and appropriate action is taken to reduce the likelihood of their reoccurrence.
11. The company will ensure that procedures are established to ensure that safe equipment and plant are provided for employees and non-employees.

This statement describes the general standards of how Conabeare Acoustics intends to meet the requirements of health and safety legislation and provide a healthy and safe working environment for its employees and all those involved in its operations and business activities.

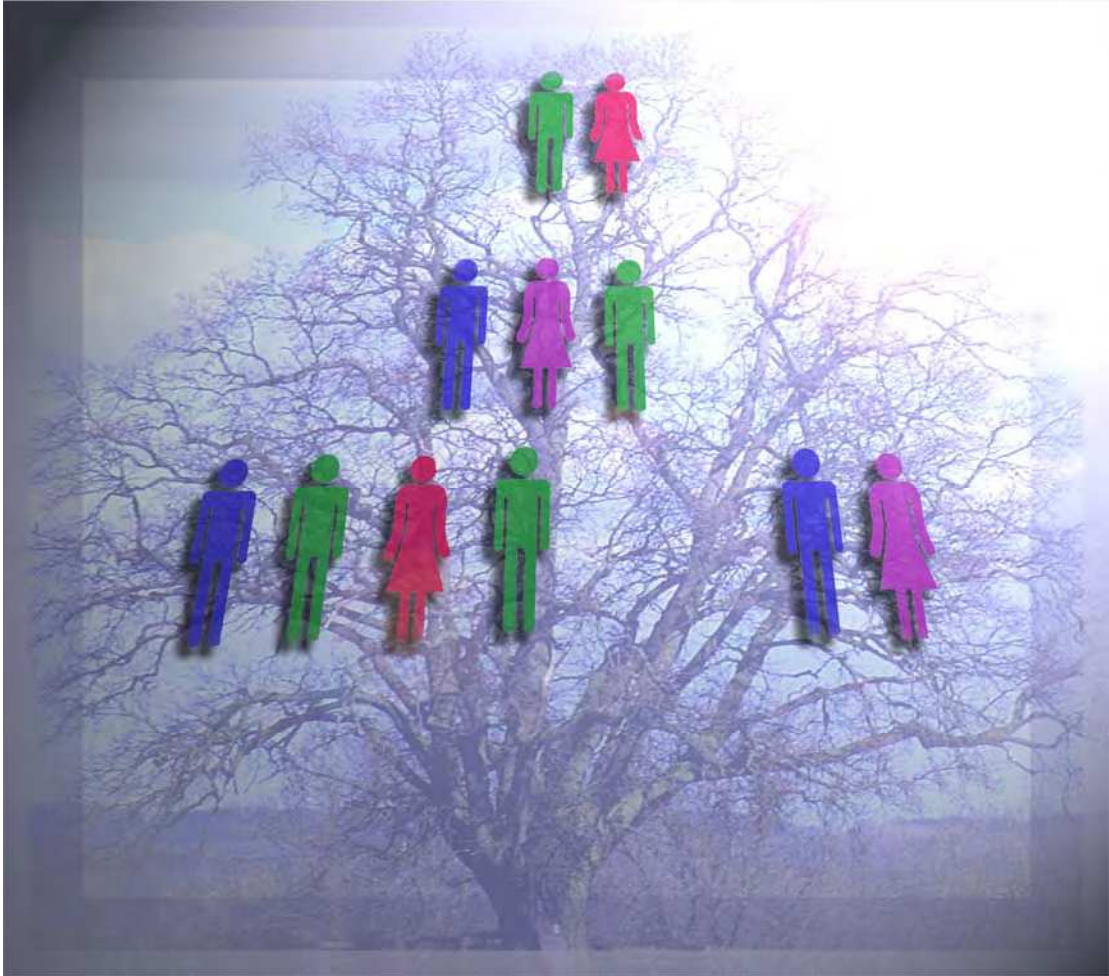
Signed

Managing Director

Date

Section 2

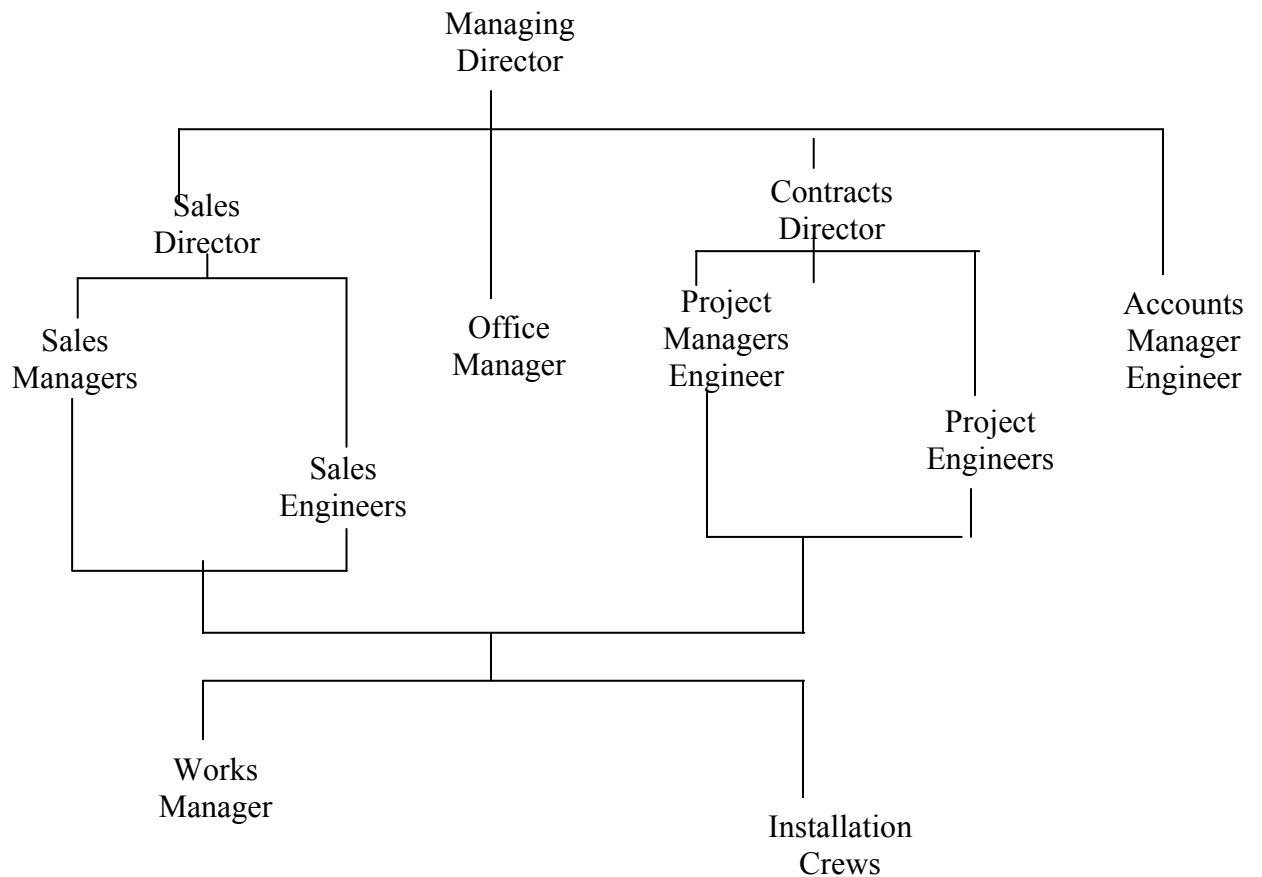
Organisational Structure





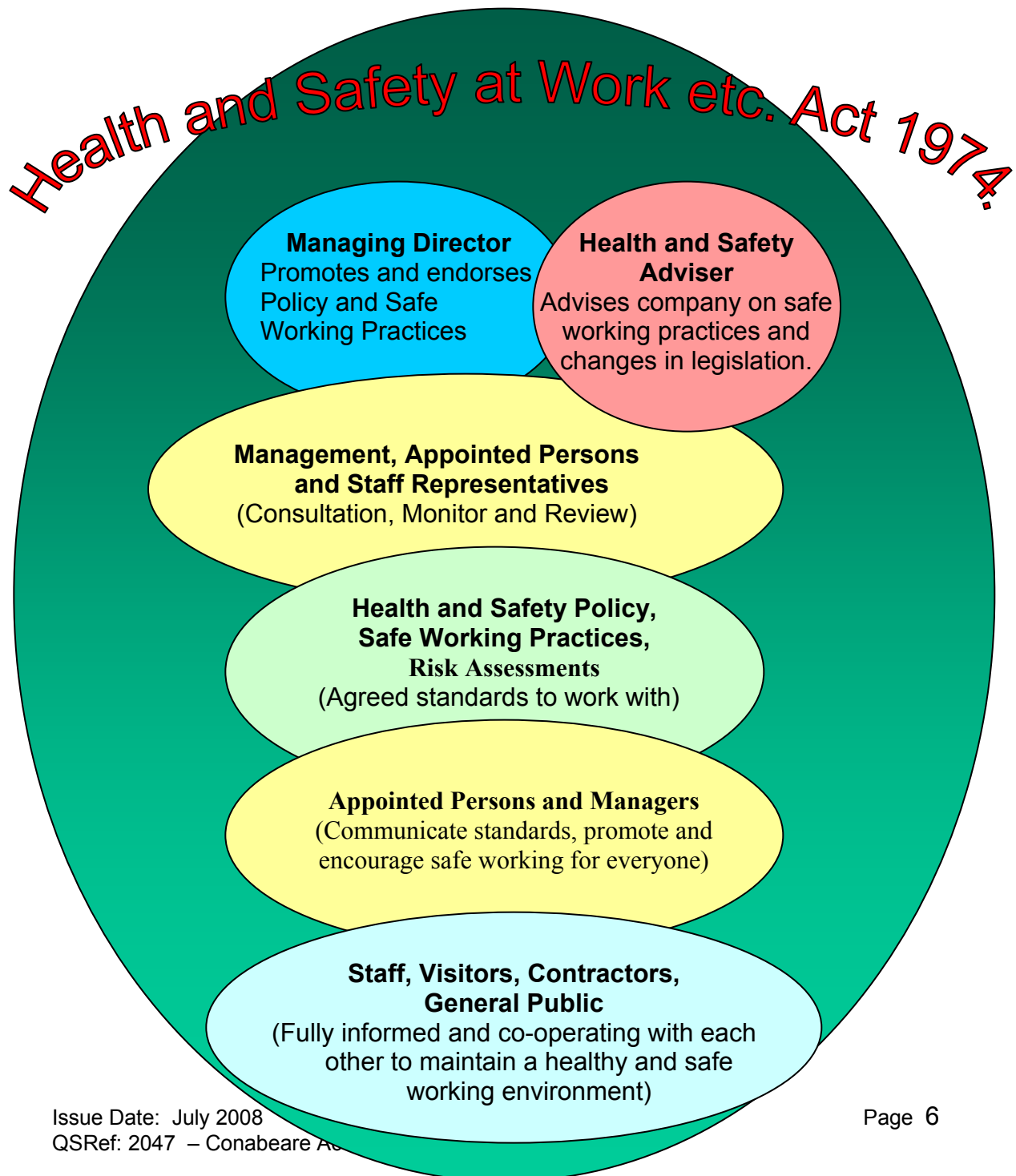
**CONABEARE
ACOUSTICS**

Organisation Chart



Conabeare Acoustics

Organisational Structure of Health and Safety Management



Section 3

Health and Safety Responsibilities



Section 3: Health and Safety Responsibilities

Managing Director

The Managing Director is responsible for understanding the main requirements of the **Health and Safety at Work etc. Act 1974**. This includes reviewing the performance of directors and allocating the necessary resources for health and safety within the organisation and managing health and safety integration to ensure equal importance is applied to health and safety as to other business functions. The Managing Director must assume ultimate responsibility for health and safety.

Managers and Appointed Persons

Managers and Appointed Persons are responsible for health and safety within their areas of control. This responsibility is exercised through staff and contractors under their control. In particular they should:

- Ensure that supervisors are properly trained and instructed as to their duties and responsibilities
- Ensure that supervisors carry out their assigned responsibilities and review their performance accordingly
- Make recommendations for improving performance
- Allocate the necessary resources within their control
- Ensure that accidents and near-misses are recorded and investigated
- Draw up annual action plans for health and safety
- Set personal objectives and targets
- Monitor contractors
- Ensure that the company policies and procedures are distributed
- Ensure that appropriate equipment is available
- Ensure that First Aid provision is in place
- Monitor the implementation of this policy
- Understand company policies and procedures
- Keep relevant documentation

Appointed persons

The main responsibilities for appointed persons are:

- Carrying out inspections of their areas of responsibilities and undertaking workplace inspections
- Ensuring that equipment etc. is maintained in a safe condition
- Ensuring that employees are adequately trained, instructed and informed
- Providing a suitable level of supervision
- Understanding the company policy and procedures
- Allocating work in accordance with the employee's level of training
- Ensuring that defective equipment is taken out of use
- Reporting defective equipment
- Informing employees of their responsibilities
- Encouraging employees to report defects and suggest improvements
- Ensuring that correct work procedures are adhered to
- Reporting accidents and near-misses
- Assisting in the investigation of accidents

Responsibilities of Individual Members of Staff

The fact that appointed persons exist to carry out the implementation of this policy in no way dilutes the responsibility of the individual. Every member of staff and those employed on a contractual basis has a legal responsibility to themselves and others in ensuring a safe working environment exists.

Every employee, (permanent, part-time, voluntary, temporary or contracted) has a legal duty and a moral responsibility to implement this health and safety policy. Any person, who does not co-operate with this policy or interferes with or does not comply with measures put in place to protect personal health and safety, will be subject to disciplinary procedures.

Every employee must, where possible:

- Work in accordance with company procedures
- Report defective equipment and dangerous situations
- Use safety equipment provided
- Avoid horseplay which could result in injury
- Comply with management requests and instructions
- Not use defective equipment and report the situation to a responsible person
- Not misuse equipment
- Not damage equipment
- Exercise reasonable care towards himself and others
- Not undertake tasks that they are not trained for

The points detailed above are a guide only. Every employee is entrusted to use their common sense to perform their work activities with the minimum of risk of harm to themselves and to others.

Section 4

Communication and Reporting of Health and Safety Matters



Section 4: Communication and Reporting of Health and Safety matters

Communication and Consultation

It is a legal requirement for Conabeare Acoustics to bring the content of this policy to the attention of all employees. The Company will take a proactive role to promote the content, guidance and benefits of this policy and not just rely on passive communication such as posting copies of this policy on staff notice boards. This policy will be actively communicated through:

- team briefings;
- staff briefings;
- management meetings;

The Company will encourage feedback from employees and third parties with regard to the measures enforced and the reasoning behind this policy and the safe working practices within it. The above forums provide ideal platforms for constructive consultation to take place.

During the communication and consultation processes, particular emphasis will be placed on:

- the company's commitment to health and safety;
- the main aims of the company;
- the responsibilities of employees to co-operate and work safely;
- the contents of this policy, such as safe working procedures, etc.

Management and Appointed Persons within the organisation will receive additional training or an individual briefing with regard to their specific health and safety responsibilities.

There will be occasions when it is necessary to communicate the content of this policy (or other relevant health and safety information) to third parties such as service contractors. Conabeare Acoustics will nominate an Appointed Person(s) to perform this task.

The Company recognises that it is good practice to reinforce the information and benefits detailed in this policy by various methods, including:

- safety campaigns;
- refresher training;
- regular audits;
- safety inspections.

The Company will arrange for these activities whenever legislation dictates and/or when the need is identified as a result of consultation.

Training

Conabeare Acoustics is committed to provide training to meet the aims and objectives detailed in Section 1 of this policy. Specific training needs for health and safety will be agreed as a result of the consultation processes described in 4.1 above and with Appointed Persons to ensure that the required levels of competency are achieved and maintained at all times. See Section 6 for more information.

Section 5

Advice and Consultation on Health and Safety Matters



Section 5: Advice and Consultation on Health and Safety Matters

The management of Conabeare Acoustics is suitably informed to provide first level assistance and advice in general health and safety matters. Appointed Persons will have more specific knowledge in certain areas and are available to advise on health and safety matters within their scope of responsibility.

Any areas of concern re: health and safety which cannot be resolved within the organisation will be escalated by the management of the Company or by an Appointed Person to the appointed health and safety consultancy detailed below.

These channels of enquiry must be used by anyone affected by the business operations and work activities of Conabeare Acoustics. To seek advice independently elsewhere may cause confusion if a full understanding of the health and safety implications is not known. For this reason the Company have appointed the consultancy below for consultation on matters not covered by this policy.

QS Associates Ltd
Suite 10-12 Venture West
New Greenham Park
Newbury
Berkshire
RG19 6HX

☎ 01635 551609
Fax: 01635 551355

Section 6

Training Provision



Section 6: Training Provision

Health and Safety Training will be provided for management, Appointed Persons and all employees appropriate to the duties and abilities of the individuals concerned.

Specific training and information will be given on the following subjects to everyone within 4 weeks of their employment. (Except for evacuation procedures that should be completed within the first 5 days of employment).

Induction Training	For more detail, see:
Evacuation Procedures	Fire Prevention
Fire Prevention	Fire Prevention
Use of DSE	DSE
Manual Handling	Manual Handling
First Aid	First Aid
Accident Reporting	Section 12

Changing Departments or location

When an employee changes department or location it will be the responsibility of line management to ensure that the individual receives a health and safety briefing on their day.

Record Keeping

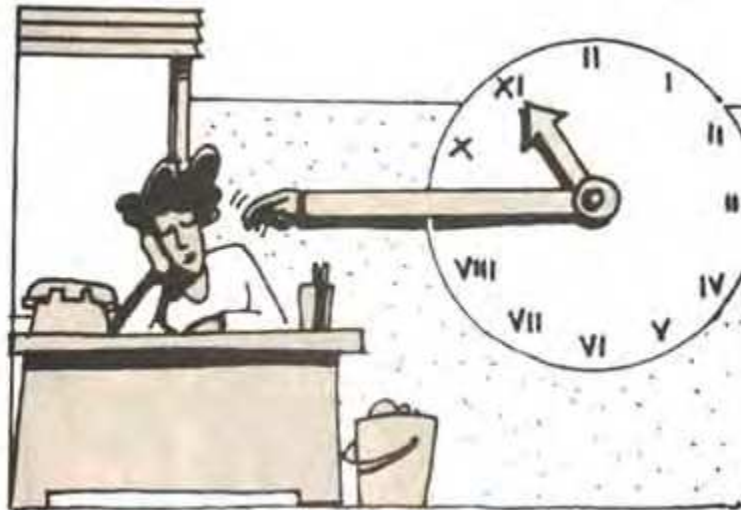
Conabeare Acoustics will keep a record for each employee who has satisfactorily completed training. The records will include;

- employees name
- employee's job title
- course title
- course dates
- training provider
- confirmation of attendance by employee and management
- copies of any certificates issued

Conabeare Acoustics will maintain these records for each employee until six years after termination of employment.

Section 7

Working Time Directive



Section 7: Working Time Directive

Working Time Regulations 1998 & Working Time (Amendment) Regulations 2003

Introduction

The Working Time Regulations defines limits upon working time and also a variety of entitlements. This section outlines the main points. Further information is available from management. Conabeare Acoustics is committed to observing and managing the duration of hours worked in an effort to maintain moral and general well being throughout the company. The regulations have to be applied to all jobs individually and may vary from time to time. Information on how these regulations apply to each individual job is available from management.

48 Hour Working Week

Reasonable steps will be made to ensure that employees do not work more than an average 48 hours per week, including overtime, over a 17 week period.

Exceptions/Flexibility

Excluded Employees

The above limit does not apply to employees working in the excluded areas of work activities listed in the regulations. This includes, amongst others, road transport.

Unmeasured Working Time

This exception covers employees, where on account of the type of job they do, their working time is not measured or predetermined, or the workers themselves can determine the time worked. This covers many managers and professional staff. No records of the hours worked are required in these instances.

However, employees with opt-out agreements **must** have their actual work hours recorded.

Opt-Out Agreement

An employee can agree to work more than 48 hours but they must agree to do so in writing (i.e. via an opt-out agreement). Where any employees work overtime or additional hours that could take them over the 48-hour limit, they are required to notify their supervisor or manager.

Record Keeping

The Company will keep records that show that the working time limits have been complied with.

Rest Entitlement

Employees are entitled to a rest period of 11 consecutive hours per 24-hour period.

The limit does not apply to employees who have are in the 'excluded' categories defined in the regulations, neither do they apply to employees where their time work is not measured.

In Work Rest Breaks

Employees are entitled to an uninterrupted break of 20 minutes where they work more than 6 hours. The limit does not apply to employees who have are in the 'excluded' categories defined in the regulations, neither do they apply to employees where their time work is not measured.

Section 8

Minimum Workplace Standards



Section 8: Minimum Workplace Standards

Conabeare Acoustics has a legal duty to provide a healthy and safe working environment under Workplace (Health, Safety and Welfare) Regulations 1992. This includes general services such as access to the place of work, space, heating, lighting, ventilation, welfare facilities and standards of cleanliness.

To meet these obligations, all employees and third parties contracted by The Company must be properly informed and actively involved.

Employees have a duty to ensure all equipment provided is used in accordance with the training and instructions, where given.

The Company will ensure regular maintenance of all areas in operation and equipment in use.

Employees (and third parties working on behalf of the Company) are expected to practice good housekeeping standards and ensure their work area is clean, tidy and free from hazards such as rubbish and obstructions.

Good workplace standards will improve the company's image for visitors and customers alike. It will also increase working efficiency and help maintain a generally high standard of morale amongst staff.

The Company expects everyone to contribute to maintain a safe and pleasant working environment for all staff and customers alike. To this end, the following items are to be referred to as a general guide and to show the company's commitment to providing a safe and healthy working environment.

Smoking at Work

The Company has adopted a general "no smoking" policy. This applies to ALL areas other than those areas specifically allocated.

Maintenance of Workplace, Equipment, Devices and Systems (Reg. 5)

The workplace, certain equipment and devices will be maintained in an efficient state, efficient working order and in good repair. Suitable systems of maintenance will also be introduced where appropriate.

Ventilation (Reg. 6)

Effective and suitable ventilation will be provided for every enclosed workplace.

Temperature (Reg. 7)

A reasonable working temperature will be maintained in all workplaces during working hours. Heating or cooling methods will not give rise to injurious fumes in the workplace.

Lighting (Reg. 8)

Every workplace will be provided with suitable and sufficient lighting. Emergency lighting will be provided where necessary to facilitate evacuation or to enable processes to be shut down.

Cleanliness and Waste Materials (Reg. 9)

Workplaces, furnishings and fittings will be kept sufficiently clean with all walls, floors etc capable of being effectively cleaned. Waste materials will not be allowed to accumulate.

Room Dimensions and Space (Reg. 10)

Sufficient space, height and floor area will be provided in every workroom.

Workstations and Seating (Reg. 11)

Workstations and seating will be suitable both for the work being performed and the persons using them.

Condition of Floors and Traffic Routes (Reg. 12)

Floors and traffic routes will be suitably constructed, with no holes or slopes etc likely to cause a hazard.

Floors should be adequately drained and handrails provided where necessary.

Falls or Falling Objects (Reg. 13)

Suitable and effective means will be taken to prevent persons falling from a height and from goods falling onto people. Tanks and pits may also need to be covered if there is a risk from persons falling into them, and special consideration should be taken if there is a dangerous substance contained within the pit.

Windows, Doors, Gates and Walls (Reg. 14)

Windows or other transparent or translucent surfaces in doors, gates or partitions should, where necessary for reasons of safety, be constructed of a safety material to protect against breakage.

Windows, Skylights and Ventilators (Reg. 15)

Any window, skylight or ventilator will be capable of being opened safely and not cause a risk to safety once opened.

Ability to Clean Windows Etc Safely (Reg. 16)

All windows etc will be of a design or constructed so as to be cleaned safely. Account should be taken of equipment used such as eyebolts or window cleaning equipment fixed to the building.

Organisation of Traffic Routes (Reg. 17)

Traffic routes will be organised to ensure that pedestrians and vehicles can move around safely. All such traffic routes will be suitable, sufficient in number, in suitable positions and of sufficient size. Some minor exceptions are in place for workplaces first used before 1 January 1993.

Doors and Gates (Reg. 18)

Doors and gates in the workplace will be suitably constructed and operated so as to minimise the risk of accidents and harm.

Sanitary Arrangements and Washing Facilities (Reg. 20 & 21)

The Company will provide suitable and sufficient washing facilities and sanitary arrangements, conveniently located, adequately lit, ventilated and cleaned.

Drinking Water (Reg. 22)

An adequate supply of wholesome drinking water will be provided free of charge in the workplace.

Accommodation for Clothing (Reg. 23)

Suitable and sufficient accommodation for employees' clothing and work wear will be provided, separate from the rest and refreshment areas.

Facilities for Changing Clothing (Reg. 24)

Suitable and sufficient changing facilities will be provided where necessary.

Facilities for Rest and To Eat Meals (Reg. 25)

Every workplace will provide suitable and sufficient rest and eating facilities, (separate from work wear accommodation areas). Facilities will also be provided for pregnant women and nursing mothers to lie down and rest.

Section 9

Arrangements for Health and Safety



Section 9: Provision and Use of Work Equipment

Conabeare Acoustics has a legal duty to provide and maintain work equipment that as far as reasonably practicable, will allow all work activities and business operations to be performed with the minimum of risk.

Regulations in force require risks to people's health and safety from the use of work equipment to be prevented or controlled. In addition to these general requirements, lifting equipment is also subject to more specific regulations. (See list of current legislation later in this document).

These regulations apply to any equipment used by an employee to perform their work activities. This includes equipment such as hammers, knives, ladders, drilling machines, power presses, circular saws, photocopiers, lifting equipment, goods and personnel lifts, dumper trucks and motor vehicles. Where the Company allows employees to provide their own equipment, it too will be covered by current legislation and will also need to comply. An Appointed Person will be aware of such circumstances to ensure the appropriate action is taken.

Work equipment must meet all the requirements of the regulations from 5 December 1998.

Conabeare Acoustics have established the following guidelines and standards

- All equipment purchased will be suitable for use for the operations intended.
- Where applicable, equipment will be provided that meets the requirements of British Standards and any International Standard or relevant legislation.
- All equipment purchased will be considered for assessment of risk before issued for use within the business.
- Special training needs will also be considered where applicable as will regard for the working conditions in which equipment will be used.
- Staff are advised that no modifications must take place to equipment in use.
- The Company will ensure competent and qualified persons are used should modification be necessary.
- All work equipment will be maintained by a suitably qualified organisation or by designated competent persons.
- Regular inspections will be carried out to ensure that it is, and continues to be, safe for use. A competent person will carry out inspections; this could be an employee if they have the necessary competence to perform the task, or a designated contractor. In either event, the responsible person will keep records of the inspections.

Conabeare Acoustics will ensure that hazards created by the use of equipment are eliminated where possible or controlled by:

- Taking appropriate hardware measures e.g. providing suitable guards, protection devices system control devices personal protective equipment
- Taking appropriate software measures such as following safe systems of work and providing adequate information, instruction and training.

A combination of these measures will be necessary depending on the requirements of the work.

The Company will ensure that people using work equipment have received adequate training, instruction and information for the particular equipment.

Electrical Appliances and Machinery

Electrically powered machinery, tools and equipment will be subject to regular maintenance and testing as determined by the manufacturer and/or the risk assessment for its use.

All electrical equipment in use by the organisation is classified as within the scope of the regulations whether fixed or mobile. Regular inspections will be carried out and recorded by date that this has been completed.

The Company will actively enforce the following measures:

- No person may carry out work on any electrical equipment including the fitting of plugs, fuses and lamps unless they have been authorised and suitably trained.
- Work on electrical equipment by an employee or contractor, whether fixed or mobile, will be carried out in such a manner so as not to constitute a risk to themselves or other persons.
- All work completed will be in accordance with the current electrical guidance for installation and building regulations.
- Work on or near live conductors will facilitate the need to ensure these units are dead or isolated if practically possible. All reasonable precautions will be taken to ensure work carried out has been assessed for risk beforehand.
- Regular checks by a competent person will be carried out on the integrity of the premises' electrical system.
- Contractors or employees who set up electrical equipment will ensure that:
 - All leads and extensions have a valid portable appliance test certificate
 - All leads are visually inspected for damage before use
 - All leads are positioned in such a way that the risk of external damage is minimised and that it does not present a trip hazard

Checks of Electrical Equipment

Portable electrical appliances which are subject to use by a number of personnel in different environments, will be subjected to regular testing as determined by the risk assessment for its' use, or by a competent person or third party.

The Company will ensure that all portable electrical appliances (with the exception of conductors, mains power source and major plant) are tested on a regular basis. This work will be subcontracted to external companies who carry recognised approval for this type of work.

GENERAL HAZARDS

Electricity

Unlike most other hazards which can be seen, felt or heard there is no advance warning of danger from electricity; *and electricity can and does kill!* Electricity must always be treated with utmost care and be under the control and supervision of competent personnel.

Consideration must be given at the tender or negotiation stage to the necessary allowances to work around existing electrical services and the standards required for new and temporary electrical installations. The Electricity at Work Regulations 1989 must be complied with at all times.

Further information and advice can be obtained by consultation with the Area Electricity Board.

Overhead Power Lines

The Area Electricity Board should be consulted before work commences and a safe system of work devised and implemented.

Regulation 14 of the Electricity at Work Regulations 1989 requires that either the power lines be made **dead** or suitable precautions taken to prevent any danger.

The types of practical steps that can be taken to prevent danger from any live electric cable or

apparatus are the placing of adequate and suitable barriers. If access is possible only from one side then a barrier on this side only will suffice but if the overhead line crosses the site then barriers will be required on both sides of it. If there is danger to men carrying metal scaffold poles, ladders or other conducting objects then the barrier should exclude both men and mobile plant.

Any ground level barriers should consist of either:

A stout post and rail fence, or

A tension wire fence earthed at both ends, having flags on the wire, the fence being earthed in consultation with the Electricity Board, or

Large steel drum filled with rubble and placed at frequent intervals, or

An earth bank not less than 1 metre high and marked by posts to stop vehicles, or

Substantial timber baulks to act as wheel stops.

Fences, posts, oil drums etc. should be made as distinctive as possible by being painted with red and white stripes or alternate red and white plastic warning flags or hazard bunting should be used on wire fences.

There should be a general rule prohibiting the storage of materials in the area between the overhead lines and the ground level barriers. Precautions are necessary even though work in the vicinity of the line may be of short duration.

Before doing any work on site:

- Consult the area Electricity Board. A Code of Practice of Do's and Don'ts is available from most Boards. They will usually arrange a site meeting (which is a free service) and advise on heights, distances and other precautions.
Assume all overhead lines and cables are live unless advised otherwise by the Electricity Board.

All work should be under the direct supervision of a responsible supervisor appointed by the employer who is familiar with the hazards.

- Ensure safety precautions are observed.
- Plant, cranes and excavators may be modified with suitable physical restraints to limit operations where applicable.
- Additional care may be needed as work proceeds because of reduced clearances.
- Electricity proximity warning devices may be fitted on crane jibs, etc.

Where it is necessary to work beneath live overhead cables additional precautions will be required to prevent the upward movement of ladders, scaffold poles, crane jibs and excavator buckets. Specific advice should be sought from the Electricity Board or from the Health and Safety Executive.

Underground Cables

Damage to live underground cables during excavation work is the cause of a number of accidents resulting in injuries and disruption of supplies. On occasions such accidents have been fatal. The Electricity Board should be consulted before the commencement of any work which may result in exposure of or damage to, underground electricity cables.

It is essential that all those involved, particularly machine operators, are aware of the hazards.

Before excavation work commences:

- Ensure that employees have proper safe working procedure and adequate supervision.
- Check with the Electricity Board.
- Obtain advice on location and ownership of underground electricity cables.
- Check plans to establish cable routes, depth and voltage.
- Use cable location devices where necessary.

During excavation:

- Regard all buried cables as live. Do not assume pot-ended cables are dead or disused.
- Hand-digging should be employed when nearing the assumed line of the cable.
- Excavators and power tools should not be used within 0.5 metres of the indicated line of cable.
- Exposed cables should be supported and protected against damage. They should not be used as hand or footholds.
- Consult the local Electricity Board in all cases of doubt.

SECTION 9 ABRASIVE WHEELS

Any work relating to the provision and use of abrasive wheels machines or portable tools must be carried out to comply with the Provision and Use of Work Equipment Regulations 1998, British Standards and HSE Guidance Notes.

The Site Supervisor will ensure that any abrasive wheel machine hired or owned by the company will be provided and maintained in accordance with the applicable Regulations.

The Site Supervisor will ensure that sufficient operatives have been trained in accordance with the Provision and Use of Work Equipment Regulations 1998 in the mounting of abrasive wheels and discs on the type of machine to be used, and that names of the persons appointed are entered in the site register.

QS Associates can provide training for operatives and copies of the registers as required. QS Associates will issue certificates of training to all operatives who demonstrate during the training course that they are competent to mount abrasive wheels or discs on the equipment used.

Suitable storage facilities for abrasive wheels and discs will be made available. The Site Supervisors will ensure that sufficient quantities of suitable eye protection to BSEN 166B and other protective equipment is provided and used as required.

The Site Supervisor will ensure that the required statutory notices are displayed properly.

Supervisory staff will ensure that any abrasive wheel machine or tools being used with any defect which could give rise to injury is taken out of use immediately.

SECTION 9 BURIED SERVICES

The most obvious examples of buried services are those used to carry gas, electricity, water and telecommunications. However, other buried services that must be considered are drains and sewers, as well as services associated with cable television, hydraulics, process fluids, pneumatics, railway signalling, petroleum and fuel oils, private telecommunication, highway authorities, street lighting, civil aviation and military authorities. The risks vary with the type of buried service but the cost is considerable in all cases.

To reduce the chances of damaging buried services the following procedure should be adopted:

Plan the work to be done using all available sources of information; contact utilities and owners of services for information and advice on procedures, etc. and continue to liaise with them.

Locate the buried service before digging or excavation commences. Use all available information, look for indicators or markers and other signs; use detectors and locators and dig trial holes.

Dig using safe method of work (permit-to-work systems whenever possible); observe rules in respect of the use of mechanical diggers and power tools.

Ensure services are identified positively. Do not make assumptions about the number, type or exact location of services.

No mechanical plant shall be used within 500 mm of any services.

Section 9 COMPRESSED AIR TOOLS

All compressors and compressed air tools used at site locations and other workplaces must comply with applicable Regulations and standards giving consideration to company Policy and client restrictions on noise.

Any statutory certification applicable to the equipment should be requested from the supplier.

A representative of Conabeare Acoustics will check that any compressor or compressed air tools provided for use are fitted with all necessary guards and safety devices (i.e. jockey wheel, brake, engine cover stays, etc.). Any necessary noise control measures must be in place and instructions given to operatives in the correct use of the equipment to reduce noise, injuries, damage, etc. The Site Supervisor will ensure that all the necessary safety equipment e.g. eye protection, hearing protection, gloves etc. is provided and used as required.

Personnel will be instructed in the safe use and maintenance of any compressed air equipment used. Any defects noted must be reported immediately so that remedial action can take place. If the defect affects the safety of the equipment it will be taken out of use immediately.

The Company will encourage operatives to wear suitable protective footwear when using compressed air equipment.

Compressed air will not be used to blow down clothing etc. and disciplinary action will be taken against any operative seen directing a live compressed air hose at any other person.

Noise levels produced must be considered as they may affect third parties bearing in mind the requirements of the Noise at Work Regulations.

SECTION 9 CONFINED SPACES

A 'Confined Space' can be defined as any space which has limited means of access and egress, restricted natural ventilation and is not intended for continual occupancy by persons, e.g. storage tanks, holds of ships, pits, trenches, ducts, some areas or rooms within buildings, particularly below ground level, sewers, tunnels, boilers, etc. Hazards associated with confined spaces fall into two categories:

- 1) Hazards associated with conditions that exist in the confined space before work takes place, e.g. lack of oxygen, toxic chemicals, explosive gases etc.
- 2) Hazards which can be introduced into the confined space by the work to be carried out, e.g. fumes from welding operations, unsuitable electrical equipment etc.

Work in confined spaces must be carried out in accordance with the provisions of the Construction (Design and Management) Regulations 2007 and the Confined Spaces Regulations 1997 and any other applicable Regulations, Code of Practice or HSE Guidance.

Notes. Information and advice on the legal requirements, recommendations of the Guidance Notes and any other aspect of work in confined spaces can be obtained from QS Associates.

Careful and precise planning of work in confined spaces is necessary and Site Supervisors should coordinate this in conjunction with QS Associates. Allowance must be made for all necessary surveys, sampling, equipment, monitoring, working procedures, training, etc. to carry out the works in full compliance with all applicable statutory legislation.

All necessary information, instruction and training will be given to persons responsible for working in confined spaces and supervising those works.

Safety equipment must be regularly checked and maintained before, during and after use. Any defects in equipment must be attended to immediately.

The systems of work should be documented in the form of a method statement prior to commencement of the works, with all supervisory personnel being issued with a copy.

Section 9 EXCAVATIONS AND EARTHWORKS

All excavation work will be carried out in accordance with the Construction (Design and Management) Regulations 2007 and applicable British Standard Codes of Practice, Industry and HSE Guidance.

At tender or negotiation stage the plant, equipment, materials and procedures necessary for compliance with all applicable legislation will be allowed for.

Training will be provided, as necessary, to representatives of Conabeare Acoustics required to carry out statutory inspections and thorough examinations of excavation works and to operatives involved in carrying out support works to excavations. Where applicable additional training will be provided in the use of monitoring equipment and rescue procedures.

Site Supervisors will not permit excavation work to begin until the plant, materials and equipment necessary to carry out the works safely are available.

A competent representative of Conabeare Acoustics must inspect all excavations requiring support works on a daily basis and the working end of any trench more than 2 metres deep at the commencement of each shift.

A competent representative of Conabeare Acoustics must also carry out a thorough examination of any excavation requiring support works which has been open for 7 days and then every 7 days after, the result of such must be recorded in the weekly inspection register.

A similar thorough examination and inspection record must be carried out after blasting in or near the excavation works or if there has been a fall of earth or rock or if any part of the support works has been substantially damaged.

No person is permitted to enter any excavation without an adequate assessment being made to ensure that the sides are properly supported or battered back to a safe angle for the ground conditions. Shallower trenches may require support in very poor conditions.

Suitable ladders must be provided for access into and egress from all excavation works.

Secure barriers must be provided around any excavation more than 2 metres deep or around excavations of any depth in public areas. The safety of the public, particularly children, blind or disabled person, must be considered when excavations are left open at any time, but especially outside working hours when unattended.

Where health hazards may be encountered e.g. landfill sites, industrial sites, sewers, methane gas, carbon dioxide from limestone etc. advice must be sought on precautions required to comply with Regulations and to ensure a safe place of work e.g. air sampling, monitoring etc.

SECTION 9 GENERAL HOUSEKEEPING AND SITE TIDINESS

A number of Regulations deal with the need for workplaces and accesses to be kept clear of debris and other materials.

Notwithstanding the requirements of statutory Regulations, a tidy site and workplace results in increased efficiency and better public relations. Therefore, tidiness is to receive priority on Company sites and in Company workplaces.

Information on the requirements of the Regulations and advice on current good working practices can be made available from QS Associates when required.

With estimated works, allowances will be made for the necessary labour and plant to maintain the required standards of housekeeping and site tidiness.

The Site Supervisor will ensure that all directly employed operatives and contractors alike are aware of the need to keep sites and workplaces in a tidy condition at all times.

The Site Supervisors will ensure that arrangements exist for the removal of accumulated waste in skips, etc., from sites and workplaces.

The Site Supervisors will ensure that provision is made for safe and defined stacking of materials and storage of equipment.

Any openings in floors or access ways must be, either securely covered, guarded off or clearly signed to show there is a hazard.

Debris and materials must not be thrown or dropped from scaffolds or buildings; provision should be made for a suitable safety method such as a rubbish chute or suitable lifting device.

Brick bundles will not be stacked more than 2 bundles high on a level base. Banded blocks will not be stacked more than 3 blocks high on a level base.

Particular emphasis is to be placed on instructions to all employees and contractors on the safe disposal of steel and nylon banding used to contain bundles of material delivered to the workplace.

Section 9 HAND ARM VIBRATION

Introduction

Hand-arm vibration is vibration transmitted from work process into workers hand and arms caused by operating hand held power tools. Regular and frequent exposure can lead to permanent health effects.

The Control of Vibration at Work Regulations 2005 places responsibilities on the employer to assess and control exposure to employees.

Responsibilities

Conabeare Acoustics will ensure that:

An assessment is undertaken of employees at risk and record kept:

Identify the likely exposure values:

What action to take if appropriate:

Provide information and training:

Consult with employee:

Keep records for employees under health surveillance:

Exposure action values and limits

The exposure action value (EAV) is a daily amount of vibration above which employers are required to take to control exposure. The greater the exposure level, the greater the risk and the more action employers will need to take to reduce the risk. For hand-arm vibration the EAV is a daily exposure of 2.5 m/s² A(8).

The exposure limit value (ELV) is the maximum amount of vibration an employee may be exposed to any single day. For hand-arm vibration the ELV is a daily exposure of 5 m/s² A(8). It represents a high risk above which employees should not be exposed.

The Regulations allow a transitional period for the limit value until 2010. This only applies to work equipment already in use before July 2007. The exposure limit value may be exceeded during the transitional period as long as Conabeare Acoustics has complied with all other requirements of the Regulations and taken all reasonably practicable actions to reduce exposure as much as you can.

Assessment

Conabeare Acoustics will ensure that an assessment is undertaken for employees likely to be at a risk. The assessment will identify the EAV/ ELV on work activities, the length of time, equipment, manufacturer's information and control measures required.

Conabeare Acoustics will group employee's activities according to whether they are high, medium, or low risk and plan our action accordingly to the greatest risk.

The groups will be based on the following;

High risk (above the ELV)

Employees, who regularly operate, hammer action tools for more than about one hour per day or some rotary and other action tools for more than about two hours per day.

Employees in this group are likely to be above the ELV set out in this Regulation. The limit value can be exceeded in a much shorter time in some cases, especially where the tools are not the most suitable for the job.

Medium Risk (above the EAV)

Employees, who regularly operate, hammer action tools for more than about 15 mins per day or some rotary and other action tools more than about one hour per day.

Employees in this group are likely to be exposed above the exposure action set out in the Regulation.

Control the risk

Conabeare Acoustics control measures will include pursuing the following;

Alternative work methods;

Look for alternative work methods, which eliminate or reduce exposure to vibration:

Mechanise or automate the work

Equipment selection;

Make sure that equipment selected or allocated for tasks is suitable and can do the work efficiently.

Equipment that is unsuitable, too small or not powerful enough is likely to take much longer to complete the task and expose employees to vibration for longer than is necessary.

Select the lowest vibration tool that is suitable and can do the work efficiently.

Limit the use of high-vibration tools whenever possible.

Purchasing Policy;

As the equipment gets replaced overtime Conabeare Acoustics will discuss our requirement with suppliers and check that equipment is suitable. This will require training purchasing staff on the issue relating to vibration.

Workstation Design

Improve the design of workstations to minimise loads on employees' hands, wrist and arms caused by poor posture

Use devices such as jigs and suspension systems to reduce the need to grip heavy tools tightly.

Maintenance

Introduce appropriate maintenance programmes for your equipment to prevent avoidable increase in vibration

Regularly replace consumable items

Work schedules

Limit time that your employees are expected to vibration

Plan work to avoid individuals being exposed to vibration for long continuous periods – several periods are preferable.

Where tools require continual or frequent use, introduce employee rotas to limit exposure times.

Clothing

Provide employees with protective clothing when necessary to keep them warm and dry. This will encourage good blood circulation which should help protect them from developing vibration white finger. Gloves can be used to keep hands warm but should not be relied upon to provide protection from vibration.

Review control measures

Conabeare Acoustics will regularly review the control measure with employees and check the results of health surveillance.

Health Surveillance

Conabeare Acoustics will provide health surveillance for employee who despite our action to control the risk, are likely to be exposed above the exposure action value or are considered to be at risk for any other reason.

The purpose of health surveillance is to;

Identify anyone exposed or about to be exposed to hand-arm vibration that may be at particular risk, for example, people with blood circulatory disease.

Identify any vibration-related disease at an early stage in employees regularly exposed to hand-arm vibration

Help you prevent disease progression and eventual disability

Help people stay in work

Check the effectiveness of our vibration control measures

Information, Instruction and Training

Conabeare Acoustics will provide the following information for employees;

The health effects of hand-arm vibration

Sources of hand-arm vibration

Whether they are at risk and if so whether the risk is high (ELV), medium(EAV) or low

The risk factors

How to recognise and report symptoms

Explain the health surveillance process

Ways to minimise risk

Section 9 - Managing Contractors

Conabeare Acoustics will use contractors at some time to carry out work of various types. This can range from very simple work such as window cleaning, office machinery repair or security services up to a major construction project to extend or refurbish premises.

Any arrangement by Conabeare Acoustics to use a contractor will involve a range of statutory duties for health and safety. All parties have to fulfil their legal responsibilities as well as those, which will be imposed by any contractual arrangement.

The main duties that will apply to the use of contractors are contained in s.2, 3 and 4 of the Health and Safety at Work etc. Act 1974 (HSWA). These have been further defined in regulations 11 and 12 of the Management of Health and Safety at Work Regulations 1999 (MHSWR).

Responsibilities

Conabeare Acoustics will clearly identify all aspects of the work and the health and safety implications of the job to be undertaken by any contractor, including work falling within the preparation and completion phases. This will involve selecting contractor's suitable to the job, assessing the risks, deciding what information, instruction and training is required, how co-operation and co-ordination between all parties is achieved, how the workforce is to be consulted and the level of management and supervision required.

Selecting a Suitable Contractor

Conabeare Acoustics will satisfy themselves that contractors are competent (sufficient skills and knowledge) to do the job safely and without risks to health and safety. The degree of competence required will depend on the work to be done. Conabeare Acoustics will make sure that the contractors know and understand what performance is expected. Conabeare Acoustics will explain the health and safety policy and arrangements, procedures and permit systems etc., to contractors ensuring they understand and will act in accordance with it.

In determining the competence of any prospective contractors Conabeare Acoustics will ask:

- what experience they have in the type of work want done;
- what their main health and safety policies and practices are;
- about their recent health and safety performance (number of accidents etc)
- what qualifications and skills they have;
- their selection procedure for sub-contractors;
- their safety method statement;
- what health and safety training and supervision is provided;
- their arrangements for consulting their workforce;
- if they have any independent assessment of their competence;
- if they are members of a relevant trade or professional body;
- whether they or their employees hold a 'passport' (if applicable) in health and safety training.

Conabeare Acoustics will obtain evidence (e.g. contractor's questionnaire and references) in support of the responses from the prospective contractors.

Conabeare Acoustics will agree the risk assessment produced by any contractor for their work, and the preventative and protective steps that will apply when the work is in progress.

Conabeare Acoustics and contractors will provide their employee with information, instruction and training on anything that may affect their health and safety. All parties will consider what information should be passed between them and appropriate ways to make sure this is done.

Conabeare Acoustics will set up liaison arrangements with all parties.

Conabeare Acoustics will provide sufficient resources to effectively manage and supervise the work of contractors.

Construction (Design and Management) Regulations 2007

CDM 2007 sets out the design and management of all building and construction projects covered by the regulations from the initial conception to final completion.

CDM 2007 imposes a safety management framework on construction work to achieve this; the various participants in a construction project are assigned duties, as outlined below.

In contrast to the earlier CDM Regulations of 1994, CDM 2007 now applies to construction work that is both notifiable and non-notifiable.

Definition of Construction

A comprehensive definition of construction work is found in the Construction (Design & Management) Regulations 2007:

- The construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep redecoration or other maintenance, decommissioning, demolition or dismantling of a structure.
- The preparation for an intended structure including site clearance, exploration, investigation and excavation, and clearance or preparation of the site structure for use or occupation at its conclusion.
- The assembly of prefabricated elements to form a structure or the disassembly of prefabricated elements which immediately before such disassembly formed a structure.
- The removal of a structure or part of a structure or of any product or waste resulting from demolition of a structure; or from disassembly of prefabricated elements which, immediately before such disassembly, formed a structure and the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.

Outline

A summary follows of the relevant duties other than those contained in CDM 2007.

This legislation applies in relation to the use of contractors. The duties are discussed as they apply to:

The client — the person or organisation for whom the work is being carried out

The designer — the person or organisation specifying the work or materials

The contractor — the person or organisation who is to carry out the work

The subcontractor — the person or organisation who is engaged by the contractor to carry out part of the work.

Client Duties

If the work is to be carried out on client premises, then the client has a duty to ensure implementation of adequate health and welfare arrangements, including allocation of time and resources. The client will ensure that design of the structure for use as a workplace complies with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 (Reg9 (1)).

In order to fulfil this requirement they must take steps to ensure that the principal contractor:
Is competent to carry out the work safely
Has included the necessary safety measures to protect occupants of the premises in both planning and costing the work.

The client has a duty to appoint a competent CDM Co-ordinator where a project is notifiable to the HSE.

The client will provide information to other duty holders on issues affecting the site, construction work, proposed use of the structure, time available for planning and preparation and any relevant information from an existing health and safety file. Client will ensure that the construction phase does not start unless the principal contractor has prepared a Construction Phase Plan.

On completion of project the client will ensure that the Health and Safety is kept available for inspection and is revised as required.

Designer Duties

The person involved in designing the project has a duty under s.3 of the HSWA to consider those whose health or safety could be affected by the design during the construction, the use of structure and those involved in maintenance or cleaning work. For example, the designer of a structure that collapses could have a duty to those who are erecting the structure or others affected by the collapse if the designer did not properly consider the safety implications of the design.

The designer will ensure the clients are aware of their own duties under CDM 2007.

CDM Co-ordinator Duties

- CDM Co-ordinator must:
- Ensure proper co-operation and co-ordination of the health and safety aspects of the design and planning process.
- Advising the client on the adequacy of the risk control arrangements put in place and providing assistance on appointment of competent contractors and designers.
- Notify the project to the HSE.
- Ensure that the health and safety file is prepared and handed over to the client at the end of construction.

Contractor Duties

Contractors have a duty to their own employees to provide them with a safe place of work and a safe system of work. This duty will extend to the employees whilst they are on other

premises. Safe systems of work may only be devised by considering the risks to health and safety to which employees are exposed. Therefore, the contractor must obtain as much information as possible from the client on the hazards associated with the client's work and premises.

Contractors must prepare and review the Construction Phase before work commences identify risk to health and safety arising from the work and the measures to address them.

Contractors must also ensure that work is planned and carried out so that it does not affect the safety of others. "Others" will include the contractor's own employees, the employees of other contractors and the public who may be in the vicinity of the work.

As noted under Client Duties above, contractors on site must also comply with any regulations, regarding specific roles or types of work, to protect their own workers and those of the client and any other contractors.

Subcontractor Duties

Subcontractors of the Principal Contractor or Client have similar duties to the Principal Contractor. Subcontractors have the same duty to provide their employees with a safe place of work, safe systems of work and the duty to ensure that their work does not affect the health and safety of others. These duties will still apply even though the employees of the subcontractor may use plant and equipment provided by the Principal Contractor or be under the supervision of the Principal Contractor.

Individual Duties

All our employees the contractor or subcontractors have their own individual duties to ensure that their acts or omissions do not affect the health and safety of others. All employees must co-operate in carrying out safety requirements and must inform their employer of any hazard or health and safety problems.

Pre-construction Information

Where a project is greater than 30 working days and more than 500 person hours there is a duty to appoint a CDM Coordinator to assist in the process of planning and gathering information for the contractor to carry out their work in the safest manner possible and with as much information on safety as possible.

The CDM Coordinator must ensure the pre-construction information for any construction project is prepared in sufficient time for it to be provided to the Principal Contractor.

The Client will provide designers and contractors who may be bidding for the work (or who they intend to engage) with the project-specific health and safety information needed to identify hazards and risks associated with the design and construction work (the pre-construction information).

For notifiable projects, clients are required to provide this information to the CDM Co-ordinator.

The CDM Co-ordinator should check the information to ensure that it is complete, advise the client if there are any significant gaps or defects, and ensure these are revised and ready prior to the start of the project. The CDM Co-ordinator should provide designers or

contractors who may be bidding for, or preparing to carry out construction work on site, with such parts of the pre-construction information that are relevant to each.

During the design and planning phase of a project, the pre-construction information pack brings together health and safety information obtained from the client and designers. The purpose of the information at this stage is to ensure that contractors are provided with the necessary information to be able to properly plan the work.

The pre-construction information should contain:

- A project description and programme details including:
- Key dates (including planned start and finish of the construction phase) and the minimum time to be allowed between appointment of the principal contractor and instruction to commence work on site
- Details of client, designers, CDM co-ordinator and other consultants
- Whether or not the structure will be used as a workplace (in which case, the finished design will need to take account of the relevant requirements of the Workplace (Health, Safety and Welfare) regulations 1992
- Extent and location of existing records and plans.
- Client's considerations and management requirements.
- Environmental restrictions.
- Significant design and construction hazards.
- A description of the format and any requirements for the health and safety file.

The degree to which the pre-construction information is developed will largely be determined by the complexity of the project. Small projects with few significant risks may not require a separate document dealing solely with health and safety to be prepared as part of the tender documents. In these circumstances attention should be drawn to this fact.

Construction Phase Plan

For notifiable projects, before construction work begins, clients must check that the principal contractors has prepared the construction phase plan. The principal contractors must then develop plan in discussion with contractors affected by it. The plan must be implemented and kept up to date as the project progresses.

The content of the plan should include:

- A description of the project and details of the client, CDM coordinator, designers, principal contractor, details of existing records, plans and information on existing structures should be included.
- An outline of the management of the work which shows the management structure and responsibilities; health and safety goals and arrangement to monitor and review safety performance; specific arrangements to cover liaison between parties, consultation, exchange of information; security, welfare, accident investigation and risk assessment; site rules and emergency procedures.
- Arrangements for controlling significant site risks.

Health and Safety File

CDM Co-ordinator collates the information. The client is responsible for keeping the file available for inspection by contractors when and if such work is undertaken at a later stage.

The file should contain:

- A brief description of the work.
- Residual hazards

- Key structural principles and safe working loads
- Hazardous materials used
- Information on removal or dismantling of installed plant and equipment
- Health and Safety information on equipment provided for ongoing cleaning and maintenance
- Details of significant services
- As-built drawings of the structure, plant and equipment.

Co-Operation and Co-ordination

Regulation 11 of the MHSWR requires two or more employers on the same premises to co-operate and to co-ordinate their activities to ensure that statutory requirements are complied with. There is also a duty under regulation 12 to ensure that contractors brought onto the premises are provided with information on:

Risks to health and safety on the premises

- Measures taken by the host to control the risks.
- To comply with these duties, and to enable the contractor to plan and cost the work effectively for safety, the client should:
 - Ensure that the contractor is provided with sufficient information
 - Ensure that the contractor clearly specifies the precautions that will be taken to control risks
 - Agree the required precautions with the contractor
 - Monitor the work of the contractor to ensure that safeguards remain effective.
 - Clients also have a duty to ensure that employees of contractors are not endangered by the way the clients carry out their own work (s.3 of the HSWA). This duty will require the client to provide information to the contractor on such matters as:
 - Emergency procedures in the premises
 - Hazardous processes in the area of works
 - Fumes or dusts, etc emitted in the work area

Movement of clients' plant or transport, which could affect contractors, operatives, etc.

The Client may need to consider stopping processes or removing materials from the work area before the contractor starts.

This includes the cleaning, repair and maintenance of plant, machinery and building, whether such work is carried out by employees or independent contractors.

Therefore the duty on the client will extend (so far as reasonably practicable) to protecting members of the public or employees of other organisations who may be affected by the contractor during the works.

A corresponding duty on the client is given by s.4 of the HSWA, which relates to the safety of premises, although in some cases "control" of the premises may be the responsibility of others, e.g. if the premises are leased or shared.

Matters that need to be drawn to the contractor's attention to meet this duty will include:

- The location of underground or overhead services
- Any hazardous materials in the premises, such as asbestos insulation
- Contaminated ground
- Fragile roof material, etc.
- In addition clients may need to co-ordinate the activities of several contractors on their premises to ensure they do not affect each other's health and safety.
- Various methods are used by clients to comply with the above duties such as:
- Induction training sessions for contractors
- Booklets of safety rules for contractors
- Pre-contract meetings with contractors, etc.

In addition to the general duties outlined above, the client must also consider the duties created by other regulations regarding particular tasks, operations, materials, etc such as the:

- Control of Substances Hazardous to Health Regulations 2002.
- Electricity at Work Regulations 1989.
- Provision and Use of Work Equipment Regulations 1998.
- Control of Noise at Work Regulations 2005.

SECTION 9 MOBILE ELEVATING WORK PLATFORMS

When using mobile elevating work platforms for work operations it is imperative that adequate preparation and planning is carried out to ensure a safe system of work.

Specialist advice should be sought from suppliers to ensure the right type of mobile elevating work platform is obtained to carry out the work to be done. Consideration must be given to space available at the workplace, condition of the ground or floor in the working area, loading to be placed on the platform, overhead services or obstructions, protection of the public and/or other workers etc.

Any mobile elevating work platform used must be fitted with all necessary barriers, guards, safety devices, etc. and be in good working order.

Site Supervisors will not permit any person to operate or work on mobile elevating work platforms unless trained and authorised to do so. Initial training should be arranged with the supplier who should be satisfied with the competency of the operator and confirm their satisfaction and training in writing.

A representative of Conabeare Acoustics will check that the mobile elevating work platform is being correctly used and is not used for work for which it is not designed or intended. Any defect could affect the safe use of the mobile elevating work platform and its use must be stopped immediately. Repairs may only be carried out by persons appointed by the supplier, who must be competent.

All persons working on or near to mobile elevating work platforms will be required to wear safety helmets. They are also required to wear a harness to BSEN 361 attached to a secure anchorage point within the platform.

SECTION 9 MOBILE TOWER SCAFFOLDS

The requirements for the construction and use of mobile tower scaffolds are included in the Construction (Design and Management) Regulations 2007.

Mobile tower scaffolds are constructed from either tubular steel scaffolding, system scaffolding or proprietary pre-fabricated sectional scaffolding, all of which have additional standards for their safe use and construction by way of British Standard Codes of Practice, HSE Guidance Notes, Trade Codes of Practice and Manufacturers/Suppliers specifications and instructions.

Information and guidance on Regulations and Codes of Practice are available from QS Associates.

All works involving mobile tower scaffolds will be tendered or negotiated for taking into account the need for compliance with the respective Regulations, Codes of Practice, etc.

When planning works the Site Supervisor will ensure that mobile towers can be used safely and efficiently taking into account floors, ceiling heights, roof members, type of work, etc.

All mobile towers will be erected by trained operatives or by operatives under direct supervision of a competent person.

No person is permitted to erect, alter or dismantle any mobile tower scaffold unless authorised by Site Management.

All mobile towers provided for Company employees, or persons under the control of the Company, will be checked before use by a representative of Conabeare Acoustics to ensure they are in accordance with applicable Regulations and Standards. Personnel charged with the duty to inspect mobile tower scaffolds must be competent to do so. When necessary, training will be arranged to enable the respective personnel to be deemed competent.

All operatives required to use mobile tower scaffolds will be instructed in the safety construction, use and movement of scaffolds.

Mobile tower scaffolds erected for periods in excess of 7 days duration must be inspected by a competent person at 7 day intervals and the result of the inspection must be recorded in the weekly inspection register.

SECTION 9 PROTECTIVE CLOTHING AND EQUIPMENT

There are many statutory Regulations that include specific requirements for the provision and use of protective clothing and equipment, and they are an absolute requirement with no choice being given! Such Regulations include:

- The Control of Lead at Work Regulations 2002 and others that may be referred to within this policy.
- The Control of Asbestos Regulations 2006.
- The Construction (Head Protection) Regulations 1989.
- The Control of Noise at Work Regulations 2005.
- The Personal Protective Equipment at Work Regulations 1992.
- The Construction (Design and Management) Regulations 2007.

Employers and employees have duties under the Health and Safety at Work etc. Act 1974 to ensure so far as is reasonably practicable the health, safety and welfare of people at work.

To this end employers should:

- Provide clothing where necessary as part of a safe system of work and ensure that it is used;
- Provide information, instruction, training and supervision in the use and care of such clothing;
- See that the arrangements in the Company's written safety policy are read and understood by all those affected; and
- Consult employees' representatives on the choice, use and care of protection clothing.

Before the commencement of any works the Site Supervisor will establish what protective clothing and equipment is required and will ensure it is obtained and available when required.

A record of issue of protective clothing and equipment will be kept.

Any person not complying with a requirement to use protective clothing and equipment, whether directly employed or a contractor will be subject to disciplinary action.

SECTION 9 ROOF WORK

Working on roofs of all types has to comply with the Construction (Design and Management) Regulations 2007 and applicable HSE Guidance Notes.

Roof work is an activity with a high accident rate, it is therefore imperative that all types of roof work are either specifically planned, because of the nature of the works or carried out to a set disciplined system of work that is regarded as good working practice.

Roof work includes not only the initial construction of the roof and any subsequent major overhaul, but also maintenance activities such as replacing tiles, chimney repairing, repointing, gutter cleaning and installing chimney flue linings. It is of utmost importance that only employees and contractors that are trained and have experience of working at heights are authorised to carry out roofing works on behalf of Conabeare Acoustics.

When assessing the suitability of roofing contractors it is important to check out their attitude and record on safety matters by inspection of their safety policy and by making formal enquiries. Evidence regarding their accident record, training and experience of their employees should be sought; also the competence of their supervision should be questioned.

When roof works are being tendered for a method statement should be produced which must include details of all plant and equipment to be provided and used to comply with all statutory legislation and guidance. A copy of the method statement should be submitted to the client with the tender to make them aware of what is allowed for and why.

When roof works occur as an emergency call-out operation it must be emphasised that only fully trained and competent personnel be used to carry out the works. Upon arrival at the workplace the Conabeare Acoustics representative must assess the nature of the works and before commencing, ensure that all the necessary plant and safety equipment is available at the workplace for total compliance with Regulations.

However urgent the repair works may seem, they must not commence if either the necessary safety equipment or plant is not available or if the weather conditions create a danger to employees or others.

Specific guidance on systems and safe practices will be given to operatives and supervisors during training.

Section 9 SCAFFOLDING

All scaffolds erected on Company sites, or used by persons under their control, will be erected in accordance with the Construction (Design and Management) Regulations 2007 and applicable British Standards, Codes of Practice and HSE Guidance Notes.

No person, other than a competent scaffolder will be permitted to alter, erect, dismantle or otherwise interfere with any scaffold erected on Company sites or for use by Company Personnel and Contractors under the control of the Company. Information of the requirements of the Regulations and applicable standards is available from QS Associates.

At the tender or negotiating stage, as far as possible the scaffolding requirements for a contract will be determined and allowed for in accordance with applicable Regulations and Standards. The Site Supervisor will arrange for full details to be provided to the scaffolding contractor regarding the use and loadings of the scaffold to be erected.

Before accepting a scaffold erected by a specialist scaffolding contractor for use, a representative from Conabeare Acoustics, and if required, QS Associates will check that the scaffold meets the requirements of the works and obtain a handing-over certificate from the scaffolding contractor.

A representative from Conabeare Acoustics will ensure that all scaffolds are erected in accordance with statutory requirements and will inspect the scaffolding at 7-day intervals after initial acceptance inspection. A report of the inspection and any action taken will be entered in a weekly inspection register as required by Regulations. A similar inspection will also be carried out after high winds or other adverse weather conditions. Personnel charged with the duty to inspect scaffolds for compliance with Regulations and requirements must be competent to do so. When necessary, training will be arranged to enable the respective personnel to be deemed competent.

All scaffolds must be tied in accordance with the British Standard Code of Practice requirements. Where provision of ties is impracticable then the method of ensuring that the scaffold is adequately supported must be clearly specified and recorded.

Any scaffold being erected, altered or dismantled or otherwise not suitable for use must be adequately signed with warning notices stating that the scaffold is not to be used.

All scaffolds must be checked at the end of each working day to ensure that access to the scaffold for unauthorised persons, especially children, has been prevented.

Section 9 SLIPS, TRIPS AND FALLS

Introduction

Slips, trips and falls are one of most common accident that can occur at the work place. To this end Conabeare Acoustics has placed emphasis on this hazard by highlighting the risks, and actions, all employees can undertake by including this as a separate section in the health and safety policy document.

The Law

These have been discussed in other sections but the main points are highlighted below.

Under the Health and Safety at Work etc Act 1974 it requires that;

Employers have to ensure their employees and anyone else who could be affected by their work (such as visitors, members of public, patients etc.) are kept safe from harm and that their health is not affected. This means slip and trips risks must be controlled to ensure that people do not slip, trip and fall.

Employees must use any safety equipment provided and must not cause danger to themselves or others.

Manufacturers and suppliers have a duty to ensure that their products are safe. They must also provide information about appropriate use.

The Management of Health and Safety at Work Regulations 1999 build on the requirements of the Act and include duties on employers to assess risk (including slip and trips risks) and where necessary take action to safe guard health and safety.

The Workplace (Health, Safety and Welfare) Regulations require floors to be suitable for the workplace and work activity, kept in good condition and kept free from obstructions. Also people must be able to move around safely.

Responsibilities

To tackle slips and trips successfully in our workplace Conabeare Acoustics will:

Put in place an effective management system;
Carry out regular risks assessments;
Make sure we are aware of the relevant laws and regulations.

Employees can also make a difference between someone getting injured or not. Seen a spillage? Instead of employees thinking it is someone's problem Conabeare Acoustics encourages people to think, why not clear it up?

Below is a checklist to help improve safety for all employees in the workplace.

Use your initiative
Suggest ways of preventing contamination (water, oils, cardboard, waste etc.) from getting onto the floor
Make sure the floor is clean and dry
Clear up spillages immediately
Remove any obstruction
Avoid causing trailing cables
Store goods safely
Keep workstations clear of obstacles
Make sure flooring materials are level and secure

Mark slopes and changes of levels
Ensure you have adequate lighting
Wear sensible footwear
Think about visitors to you're the workplace, what do they need to know? Do you need to protect them?

Flooring/Stairs

This will be suitable for the type of work activity that will be taking place on it.
Flooring will be cleaned correctly
The flooring will be fitted correctly and will be maintained in good order.
Ramps, raised platforms and other changes of level will be avoided, if possible, if they cannot they will be highlighted.
Stairs will have a high visibility, non-slip, square nosing on the step edges, a suitable handrail and the steps will be of equal height and width.

Contamination

This can be classed as anything that ends up on a floor e.g. rainwater, oil, grease, cardboard, product wrapping, dust etc. the list is endless. Therefore Conabeare Acoustics will prevent contamination by reducing or even eliminating the risk by either fixing the problem, change the system of work or by controlling the risk.

Obstacles

Improving housekeeping would eliminate a large number of accidents. Conabeare Acoustics and employees will ensure that:

There is a suitable walkway through the workplace;
Keep it clear, no trailing cables, and no obstructions
Keep floor tidy and have enough storage space
Goods are suitably stored
That waste/recycling bins are available

Cleaning

The process of cleaning can create slip and trip hazards as well as removing them. An effective cleaning regime will be employed requiring a good management system to help identify problem areas, decide what can be done, act on decisions and check that the steps have been effective.

Conabeare Acoustics will ensure that effective training and supervision is undertaken for all cleaning operation and to the correct standard.

Human Factors

How people act and behave in their work environment can affect slips and trips.

Conabeare Acoustics believes that individuals should demonstrate the following behaviour;

A positive attitude toward health and safety, a 'See it, sort it!' mentality can reduce the risk of slip and trips accidents e.g. dealing with spillage, instead of waiting for someone else to deal with it.

SECTION 9 WELDING

All welding work must be carried out to a disciplined system of work in compliance with applicable statutory legislation, British Standard, HSE Guidance, Manufacture's Guidance and any permit-to-work system in operation.

Only fully trained and experienced operatives are permitted to carry out work with welding equipment. A representative of Conabeare Acoustics will ensure that all necessary safety equipment is available before work starts; this must include a dry powder fire extinguisher.

The Site Supervisor will ensure that all LPG and compressed gas cylinders are used and stored in accordance with Regulations and Company Policy and that trolleys or cradles, where required, are provided and used.

Flashback arresters will be fitted to all oxygen and fuel gas regulators.

Information must be obtained from suppliers of welding rods on possible health risks and precautions before work starts.

Welding or gas cutting in confined spaces will not be carried out until advice is obtained from Health and Safety Consultants on precautions required.

SECTION 9 WORK AT HEIGHT

All Work at Height must be in accordance with Health and Safety at Work etc. Act 1974 and the Work at Height Regulations 2005.

In 2003/04 falls from height accounted for 67 fatal accidents at work and nearly 4000 major injuries. Falls from height are the single biggest cause of workplace deaths and one of the main causes of major injury.

Conabeare Acoustics has a responsibility to do all that is reasonably practicable to prevent anyone from falling and ensure compliance with the Work at Height Regulations 2005.

Glossary of Terms

- A place is “at height” if a person could be injured from falling even if it is at or below ground level.
- “Work” includes moving around at a place of work but NOT travel to or from a place of work.

Managers Responsibilities

To ensure that:

- Work at height is avoided if possible by ensuring that no work is done at height if it is safe and reasonably practicable to do it another way.
- A risk assessment is carried out under Regulation 3 of the Management of Health and Safety at Work Regulations 1999
- Any work undertaken from height is properly planned, appropriately supervised and carried out in as safe a way as is reasonably practicable to prevent any person falling a distance likely to cause injury.
- The work is postponed in severe weather conditions which could endanger the health and safety of those working at height.
- Everyone involved in the work is competent to carry out the work.
- Trainees are supervised by a competent person.
- The place where work is undertaken at height is safe and has features in place to prevent falls of persons.
- Any equipment used for work at height is suitably selected and appropriately inspected and checked by competent persons.
- Collective protection measures are given priority over personal protective measures.
- Where access is made at height managers must ensure that the area is checked prior to works commencing.
- No one under the managers control goes onto or near a fragile surface unless that is the only reasonably practicable way for the worker to can carry out the work safely, a risk assessment has been carried out and all suitable control measures and fall prevention has been put in place.
- Appropriate warnings and barrier systems must be in place to prevent anyone accessing the area below or near the fragile surface.
- Risks from falling objects are adequately controlled.
- Access is prevented to other persons and clearly signed to areas where there is a risk of falling persons or materials could occur.
- If a ladder has to be used for any work at height a risk assessment must have been carried out which demonstrates why more suitable work equipment cannot be justified.

Contractors employed to work at height must have a risk assessment and method statement in place before work commences. A competent person must review these documents and the work must be monitored to ensure the contractor is complying with health and safety arrangements in place.

Employees Responsibility

All employees must ensure that:

- They report to their Manager any activity or defect relating to work at height that is likely to be hazardous to themselves or any other person in the vicinity.
- They use all equipment and safety devices supplied for work at height correctly and must not misuse it in any way.
- They comply with any training, instructions and safe systems of work in place for working at height.

Section 10

Display Screen Equipment



Display Screen Equipment

To assist the Company in its duty to comply with regulations on Display Screen Equipment (DSE), the use of display screen equipment and the use of workstations will be assessed on a regular basis.

This section deals with those who are directly employed by Conabeare Acoustics Training personnel and those being trained are not considered users in terms of the *Health and Safety (Display Screen Equipment) Regulations 1992*.

Minimum standards of operation and assessment are defined within this section. Those areas for inspection and assessment are determined by the equipment in use, the training required and the type of staff working in those areas.

It is the intention of the Company to ensure all new and existing workstations meet minimum requirements set out by the legislation.

Advice and information on Display Screen Equipment and the use of workstations is given below.

- Staff Training and Information for Display Screen Equipment (DSE) regulations state that where use is more or less continuous on most days of the working week, the employee will be deemed a 'user' i.e. dependent on DSE to carry out their job.

An employee will therefore be classified as a 'user' if most or all of the following criteria apply:

- The job cannot be done effectively or at all without DSE.
- The worker has no discretion over whether to use DSE to carry out their daily tasks.
- The job requires significant training or particular skills to operate DSE.
- The worker uses DSE for periods of an hour or more at any one time, more or less on a daily basis.
- The task depends upon the fast transfer of information between the worker and screen.
- Attention and concentration demands are high; such as when/where there may be critical consequences of an error.

Workers who are almost certain to be classified as 'users' include: -

- Those employed as VDU operators and who spend all their time keying information.
- Secretaries who copy-type onto a word processor or transcribe from a dictation machine for two or three hours a day, including data input operators and Telesales staff who consistently use a VDU.

Due to the detail required within the regulations, separate advice is given on the use of VDU's and workstation in information displayed on the premises.

Eye Testing

Display Screen Equipment users (those who are assessed as users) are entitled to an eye test before they commence display work and regularly thereafter. If glasses are required for using a VDU Conabeare Acoustics will pay for a basic frame and lenses. The employee, i.e. the difference between basic frames and those chosen, will supplement the cost of any fashion type frames.

All eye test dates will be recorded on staff records.

DSE Advice and Classified Users

- The screen must have a stable image, be flicker free and be readable.
- All equipment supplied will be adjustable in terms of brightness and / or contrast.
- All screens will have an adjustable base for tilt and lift purposes to position to an operator's line of vision.

- All keyboards supplied will be adjustable and separate from the screen to allow for the most comfortable working position.
- The keyboard must be positioned so as to allow for support at the front for operator's arms or hands.

Furniture

- Desks or tables supporting display screen equipment must have a large enough surface, non-reflective, and allow flexible use of the screen, keyboard, documents and related equipment.
- Chairs will be adjustable in height and back tilt angle. They must provide easy freedom of movement so that the user can find a comfortable position.
- Footrests will be provided to those who request one.

Environmental Conditions

- Workstations will be provided with sufficient space to enable the user to vary position from time to time. Both natural and artificial light will be co-ordinated so that excess or lack of either will be controlled.

Any noise emitted by equipment such as printers or fax machines, will be considered within the design of any workstation so as not to cause problems with disturbance of speech or hearing. Heat and humidity levels will also be considered within any working area to ensure that a controlled environment is created.

Working Practices

Staff who are assessed as users in terms of *Health and Safety (Display Screen Equipment) Regulations 1992 amended 2002* share responsibility in ensuring periodic breaks are taken to reduce the likelihood of visual or postural fatigue. It may be a case of moving to a different task for a period of time between normal break periods.

Conabeare Acoustics management will ensure that all software purchased will be suitable for the task and easy to use. Employees will not be expected to operate software that they are not fully conversant with unless training has been given. Any measurement of operator's performance by any software will be advised to that operator beforehand and feedback given.

Section 11

Vehicles, Driving Standards and Mobile Phones



Section 11: Vehicles, Driving Standards and Mobile Phones

Conabeare Acoustics considers all vehicles used to perform its' business operations and all vehicles used for work activities to be work equipment. The Company is therefore committed to a pro-active approach with regard to safety and driving standards.

Responsibility and Accountability

The Company will enforce the following actions:

- Any departments having dedicated vehicles will have the responsibility for ensuring that they are operated safely.
- Any department supplying and/or maintaining vehicles will have the responsibility for ensuring that they are serviceable and/or roadworthy.
- Any department supplying driver for duties under the direction of other departments will be responsible for driver training and qualifications, but the responsibility for monitoring drivers' safety performance must rest with whoever controls their daily tasks.
- Supervisors will be held responsible and accountable for monitoring the driving performance of their subordinates.

Methods of Transportation

The Company will give due consideration to the alternatives available (e.g. rail, couriers, air) for transportation of personnel or goods in order to reduce exposure to the inherent risks of conventional road transportation methods.

Provision of Vehicles

The selection process for vehicles and safety equipment will involve the end user and transport operations and maintenance specialists (if necessary).

Driver Authorisation

Authorisation to drive vehicles on behalf of the company or on company business will be required by Conabeare Acoustics.

The authorisation will be based on certain checks and criteria that may change from time to time with current guidance and legislation. The Company will communicate full details to all personnel and suppliers as described in section 4 of this policy.

Requirements of Authorised Drivers

All authorised drivers will be expected to drive to the highest standards in line with their driving and vehicle operating qualifications. Any over and above these standards will be made known prior to an authorised driver undertaking any work activities of this nature.

In accordance with guidance normally provided with driving qualifications, authorised drivers will still be expected to perform basic checks of their vehicles before driving or operating them.

Such checks will include (but not limited to):

- Tyre pressures and general condition
- All lights
- Visibility via windscreens, visors, mirrors, windows

Further details, procedures and requirements for authorised drivers driving or operating company vehicles will be made known during the authorisation process and/or at the point of vehicle handover.

Maintenance

By law, employers have to make sure that work equipment is in good working order, including workplace vehicles. Planned inspections are an important part of maintenance. These can range from basic safety checks as described above. Preventative maintenance will be thorough, regular and frequent enough to meet the manufacturers guidance. Paying particular attention to:

The braking system, steering system, tyres, mirrors, windscreen washers and wipers, any warning devices, specific safety systems, racking, securing points for ropes, any hydraulic or pneumatic systems.

Mobile Phones

Authorised drivers will be expected to exercise proper control of company vehicles (or vehicles owned by others used for work activities) at all times. The use of mobile phones while driving, even with 'hands-free' kits, has been proven to be a major distraction to the driver. Distractions while driving are to be avoided at all costs because the risk of serious harm and death is unacceptable. It is good practice to take a break from driving every 90 minutes which gives the driver an opportunity to catch up on any messages left on his or her mobile phone answer service.

In Car Technology

There is another serious risk of driver distraction being caused by in-vehicle systems such as route guidance and navigation systems, congestion warning systems, PC's, multi-media, etc. Authorised drivers are not expected to operate, adjust or view any such system if it distracts the driver while driving. If special equipment has been installed for the purposes of company business, the driver will be expected to find a safe place to stop first.

Safe driving needs concentration

Authorised drivers will be expected to behave responsibly and avoid other distractions when driving such as

- Listening to loud music (this may mask other sounds)
- Trying to read maps
- Inserting a cassette, CD or tuning a radio
- Arguing with passengers or other road users
- Eating and/or drinking

Driving Offences

Any driving offence committed by an authorised driver MUST BE DECLARED to the Company immediately. The action to be taken by the Company will be decided on an individual basis; each case will be considered on its own particular circumstances.

Disclaimer

Conabeare Acoustics accepts no responsibility for the use of a mobile phone or any subsequent damages incurred, for a driver not obeying this policy and the safe working practices contained within it, or the Highway Code.

Use of Private Vehicles

When employees use their own private vehicle for business, staff must ensure that the vehicle is adequately insured, has an up to date MoT certificate and vehicle tax, and receives the manufacturers servicing checks.

Drivers will still be expected to perform basic checks of their vehicles before driving or operating them.

Such checks will include (but not limited to):

- Tyre pressures and general condition
- All lights
- Visibility via windscreens, visors, mirrors, windows
- Brake operation

Monitoring

Annually drivers will be asked to produce their licence for inspection to ensure they remain valid to drive on company business. With this annual review a refresher of the induction detailed above also be carried out.

Annual Checklist

A copy of the form reproduced below will be used to conduct this review.
Annual Checklist.

Documentation	Description	Check
License current for driving category.	Minimum Full UK driving license	<input type="checkbox"/>
Insurance documents current (if applicable).	Fully comprehensive for business use.	<input type="checkbox"/>
Valid MOT certificate (if applicable).	Required for vehicles 3 years after first registration	<input type="checkbox"/>
Additional penalty points gained on license during the year?	Photocopy of license.	<input type="checkbox"/>
Vehicle service/repair record complete.	Photocopy of service/repairs record where applicable.	<input type="checkbox"/>
Policy and Guidance		
Company driving policy.	Awareness and location of document.	<input type="checkbox"/>
Company Drugs and alcohol policy.	Awareness and location of document.	<input type="checkbox"/>
Highway Code.	Reference document for use of the public roads.	<input type="checkbox"/>
Car manufacturer's 'owner' manual.	Identification of fluid level check.	<input type="checkbox"/>
Training		
Date of extra driver training course.	Institute of Advanced motorist defensive driving course or similar.	<input type="checkbox"/>
Company Breakdown procedures.	Breakdown company number; responsibilities of vehicle.	<input type="checkbox"/>

Completed the safety Induction.....Date.....

Section 12

Accident Reporting and RIDDOR



Section 12: Accident Reporting and RIDDOR

Conabeare Acoustics seeks to maintain a healthy and safe working environment for all its employees. All reasonable steps are taken to ensure staff are made aware of their responsibility for good working practices and accident prevention.

Accident reporting is not only a legal requirement but also a necessity to ensure a safer future-working environment for all employees, customers and visitors to the organisation.

Accidents are disruptive, demoralising for employees and costly for the employer. To this end, by enforcing the measures in this policy, the Company encourages positive participation in safe working practices in order to prevent accidents happening in the first place.

The reporting of accidents and incidents *likely* to cause an accident is *vital* to ensure the organisation can review and introduce measures to prevent further occurrences.

All employees have a duty to the Company and their colleagues in maintaining the accident reporting structure as detailed within this manual. The Company will, each year, publish its' record of accidents and any improvements or otherwise on the previous year. It is through this that the organisation will be able to judge its' record of accidents and make employees aware of the need for vigilance in certain areas.

Internal Accident Reporting

It is the responsibility of all Directors, Managers and Appointed Persons to ensure immediate action is taken once an accident or 'near miss' has occurred (see definitions below).

1. An accident is an unplanned event that causes injury to persons, damage to property or a combination of both.
2. A near miss is an unplanned event that does not cause injury or damage, but could so.

The reporting of accidents falls into 2 categories:

- 1) Accidents or incidents involving Conabeare Acoustics employees working in and on the organisation's premises.
- 2) Accidents or incidents involving customers/delegates or visitors to the organisation's premises.

An accident must be reported to Management or an Appointed Person. If an employee has any doubt as to whether an accident has been reported or not, they should have no hesitation in checking with their line manager or an Appointed Person. Accident reporting procedures relevant to different parts of the company will be detailed during team briefings and induction training.

Once the person or persons have been properly attended to, the following will take place by Management or an Appointed Person:

- Investigation of the circumstances to determine the cause of the accident
- Completion of an Accident Report form
- Notification to the Health and Safety Executive if the incident falls within the scope of RIDDOR
- Decommissioning of any hazardous or damaged equipment
- Restricted access to the vicinity of the accident
- Agreed course of action to prevent the accident happening again

At any time during an accident investigation, external advice will be sought from the Health and Safety Consultants detailed in Section 5.

RIDDOR

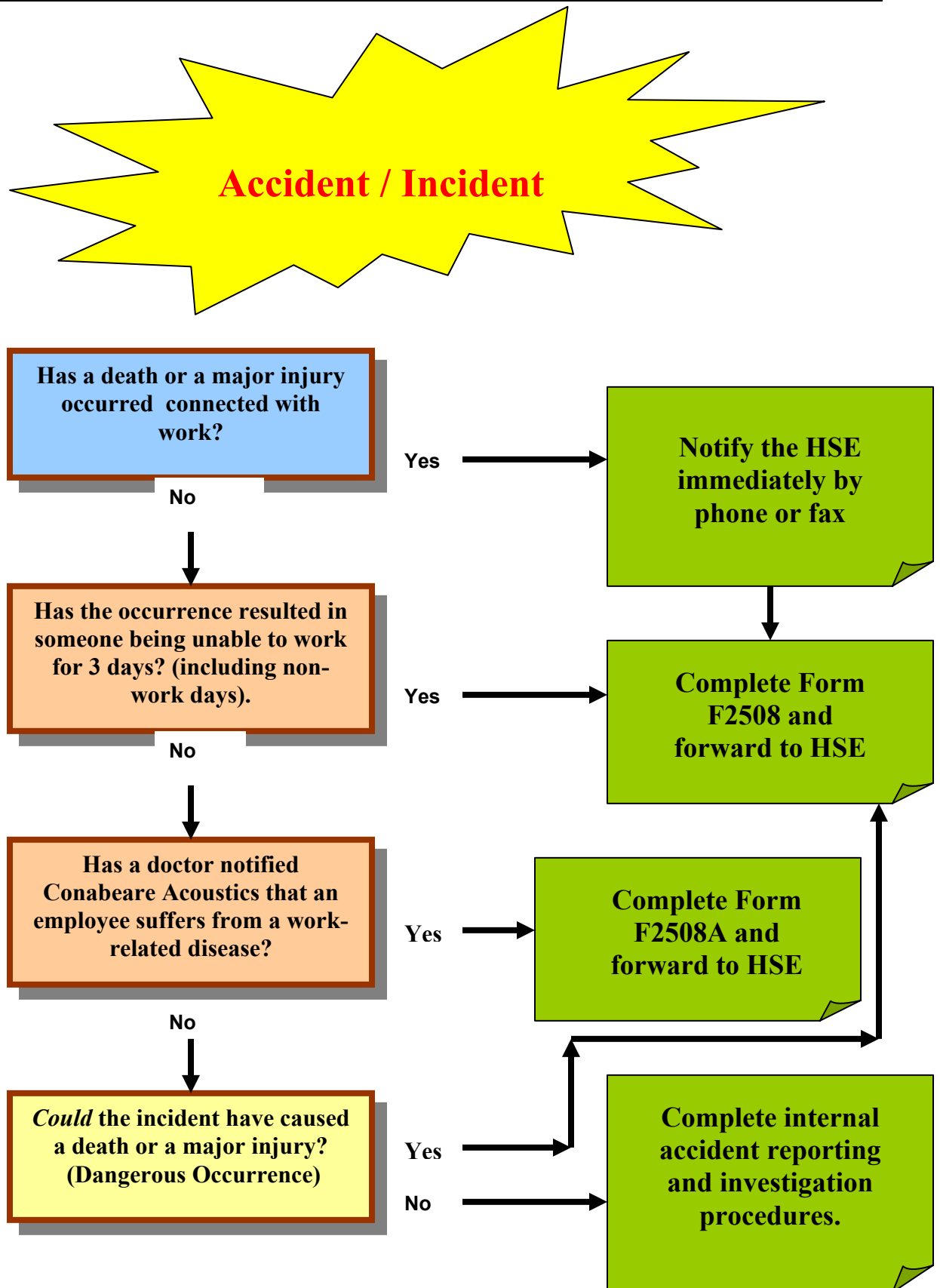
RIDDOR legislation exists to enforce the reporting of serious incidents and accidents to the Health and Safety Executive. These regulations and their application to health and safety in the workplace will be fully understood by an Appointed Person. These regulations and Conabeare Acoustics's commitment to health and safety can only be of use if employees cooperate with the previously detailed accident reporting procedures.

The Appointed Person will have access to the correct formal notification procedure and a deputy will be appointed in his or her absence. The flow chart overleaf serves as a general guide to show when these regulations are applicable.

If the incident results in over three consecutive days of incapacity for work it must be reported with 10 days to the appropriate authorities.

Major incidents must also be reported to the appropriate authority by telephone and be followed within 10 days by a complete form.

Section 12: Accident Reporting and RIDDOR



Section 12: Accident Reporting and RIDDOR

Major Injuries that must be reported using form F2508

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

Dangerous Occurrences that must be reported on F2508

- The collapse or turning over of a load, whether that be from forklift trucks, hoists or any apparatus in use.
- Explosion or implosion of any pressure vessel or pipe.
- Electrical short-circuit or overload attended by fire or explosion.
- An explosion or fire caused by plant or machinery that results in the stopping of use of that plant or machinery or work in that area as a whole.
- Collapse of scaffolding
- Where a vehicle carrying dangerous goods is involved in a road traffic accident that results in fire or release of a hazardous substance
- The substance being released has potential to cause death or major injury
- Explosion and/or fire

How to make a report to HSE

Tel: 0845 300 9923

Complete form F2508

The form can be faxed to: 0845 300 9924

Or

A report can be made via email to: riddor@natbrit.com

Or

A report can be made via the internet at: www.riddor.gov.uk

Or

A report can be posted to:

**Incident Contact Centre
Caerphilly Business Park
Caerphilly
CF83 3GG**

Section 13

Asbestos at Work



Section 13: Asbestos at Work

Conabeare Acoustics is required to manage asbestos in the workplace, by identification and controlling exposure.

Asbestos has been widely used as a building material for many years, particularly from 1950 to 1980 and can be found in a wide variety of forms; having been used in all aspects of the construction process. The use of asbestos products for construction materials is severely restricted today, due to the long-term legacy of illness associated with exposure to the product.

There are many forms of asbestos, the main types being:

- white asbestos (chrysotile);
- brown asbestos (amosite);
- blue asbestos (crocidolite).

Although all types of asbestos are dangerous, both blue and brown asbestos are considered more hazardous therefore permitted exposure to these types is significantly less than for others.

There are a number of problems associated with exposure to asbestos namely:

- asbestos fibres are not detectable to the naked eye;
- the health effects can often be fatal;
- the onset of symptoms is often delayed for decades after exposure;
- there is widespread public concern over exposure;
- asbestos was widely used in the construction industry and will be found in many pre-1980 buildings (although not exclusively);
- it is not possible to determine that a material contains asbestos by visual examination;
- exposure has to be rigorously controlled and monitored;

It is not possible to identify asbestos by its colour as the age of the product and its combination with other products can alter its appearance. The legislation relating to the control of asbestos in the workplace is extensive and is supported by a number of Approved Codes of Practice and HSE Guidance Notes. This policy provides a general overview of how to manage asbestos in the workplace however it does not provide guidance as to the safe treatment or removal of asbestos due to the specialist nature of the work and its applicability to a minority of employers who, by the very nature of their business, have to be fully aware of the legislative requirements.

The Company are required to manage asbestos in the workplace. This includes identification and controlling exposure. The results of a building asbestos survey can be used as a tool for effective asbestos management. Options for management include:

- removal of damaged or friable asbestos by competent (and licensed) personnel; or
- encapsulation of damaged or friable asbestos and appropriate marking; or
- physical protection of vulnerable areas of asbestos by boarding over, etc.;
- marking of asbestos;
- the introduction of appropriate controls to ensure that employees and contractors do not work on asbestos materials unless all the necessary precautions have been taken.

Following a survey a decision can be made as to the remedial action required, the Company should assign tasks to a competent person such as a licensed contractor. The choice of the contractor is not

a simple matter as standards of competence do vary. Basic precautions that the Company will take to determine the competence of the contractor are:

- obtaining a current copy of their licence;
- obtaining a detailed method statement detailing the precautions they plan to take;
- ensuring that their method statement relates to the actual situation or layout in the premises;
- checking their work methods against their statement;
- contacting previous customers for references;
- ensuring that the choice of independent analyst who will carry out the air sampling and authorise clearance for the area to be re-occupied remains with the employer and, not the contractor, ensuring that the analyst is UKAS accredited.

Health records and medical surveillance

To comply with regulation 22 of the Control of Asbestos regulations, apart from a few exceptions (where exposure is very low), for each employee who is exposed to asbestos, Conabeare Acoustics will:

- keep a health record;
- keep the record (or a copy) for at least 40 years;
- ensure the employees are under adequate medical surveillance by a relevant doctor;
- provide a medical examination not more than two years before such exposure and one at least every two years while such exposure continues (certificates of examination need to be kept for four years);
- tell the employee if the medical shows any disease or ill-health effect from the exposure.

Employees have to be available during working hours for medical examination.

Section 14

Drugs, Medication and Alcohol Policy



Section 14: Drugs and alcohol

Conabeare Acoustics recognises that there is a general duty under the Health and Safety at Work etc Act 1974 to ensure, as far as is reasonably practicable, the health, safety and welfare of its employees. If you knowingly allow an employee under the influence of excess alcohol to continue working and this places the employee or others at risk, you could be prosecuted. Similarly, your employees are also required to take reasonable care of themselves and others who could be affected by what they do.

This policy covers restrictions on alcohol consumption during working hours, however it is allowed when entertaining on special occasions, encourages staff with a drink problem to seek help at an early stage and provides general information to employees on the risks to health from excessive drinking.

Alcohol-related absenteeism and sickness absence

Alcohol is estimated to cause 3-5% of all absences from work; about 8 to 14 million lost working days in the UK each year.

Which can include effects such as:

- loss of productivity and poor performance;
- lateness and absenteeism;
- safety concerns;
- effect on team morale and employee relations;
- bad behaviour or poor discipline;
- adverse effects on company image and customer relations.

The Government's guidance on sensible drinking, published in December 1995, lists the following as examples of specific situations when the best advice is not to drink at all:

- before or during driving;
- before using machinery, electrical equipment or ladders;
- before working or in the workplace when appropriate functioning would be adversely affected by alcohol.

Conabeare Acoustics adopts the Governments guidelines (above) on consumption of alcohol at work. Moderate drinking at work is acceptable for celebrations such as Company Christmas party and special occasions.

Effects

- It takes a healthy liver about 1 hour to break down and remove 1 unit of alcohol. A unit is equivalent to 8 gm or 10 ml (1 cl) of pure alcohol.
- If someone drinks 2 pints of ordinary strength beer at lunchtime or half a bottle of wine (i.e. 4 units), they will still have alcohol in their bloodstream 3 hours later. Similarly, if someone drinks heavily in the evening they may still be over the legal drink drive limit the following morning.
- Black coffee, cold showers and fresh air will not sober someone up. Only time can remove alcohol from the bloodstream.

Medication

The Conabeare Acoustics appreciates that employees may well be required to take medication for health reasons. This must be brought to the Line Manager's attention in order for an assessment to be made on whether the medication will affect the employee's performance whilst at work.

This is of considerable importance in safety terms particularly if the employee drives vehicles or operates machinery.

If necessary the company will consult its own medical advisors to determine the medication affects upon an individual.

Drugs

Under no circumstances must employees work under the influence of illegal drugs.

Anybody found under the influence of drugs or found with drugs in their possession, could face a criminal and internal investigation that could lead to disciplinary action

Section 15

Smoke Free Policy



Section 15: Smoke Free Policy

PURPOSE

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses.

Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

POLICY

It is the policy of Conabeare Acoustics that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment.

The policy came into effect on Sunday 1 July 2007. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers and visitors.

IMPLEMENTATION

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff are obliged to adhere to, and support the implementation of the policy. The person stated above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction. Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smoke free vehicles.

NON-COMPLIANCE

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

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.

Signed

Date

On behalf of the Company.....

SMOKE FREE VEHICLES

The new law requires vehicles to be smoke free at all times if they are used: to transport members of the public in the course of paid or voluntary work by more than one person – regardless of whether they are in the vehicle at the same time.

Smoke free vehicles will need to display a no-smoking sign in each compartment of the vehicle in which people can be carried. This must show the international no-smoking symbol no smaller than 70mm in diameter. When carrying persons, smoke free vehicles with a roof that can be stowed or removed will not be required to be smoke free when the roof is completely removed or stowed. Vehicles that are used primarily for private purposes will not be required to be smoke free

It is the responsibility of anyone who drives, manages, or is responsible for order and safety on a vehicle, to prevent people from smoking.

PRIVATE DWELLINGS

In general, the new law does not cover private dwellings. However, any enclosed or substantially enclosed part of premises shared with other premises, such as a communal stairwell or lift in a block of flats, will be required to be smoking free if:

it is open to the public or it is used as a place of work, for example, by a cleaner, postman or security guard.

The law does not require self-contained residential accommodation for temporary or holiday use (for example, holiday cottages or caravans) to be smoke free. The owners, however, may choose to make the accommodation smoke free.

Anyone who visits private dwellings as part of their work, for example delivering goods, or providing services such as plumbing, building or hairdressing, can download further guidance at **smokefreeengland.co.uk/resources**

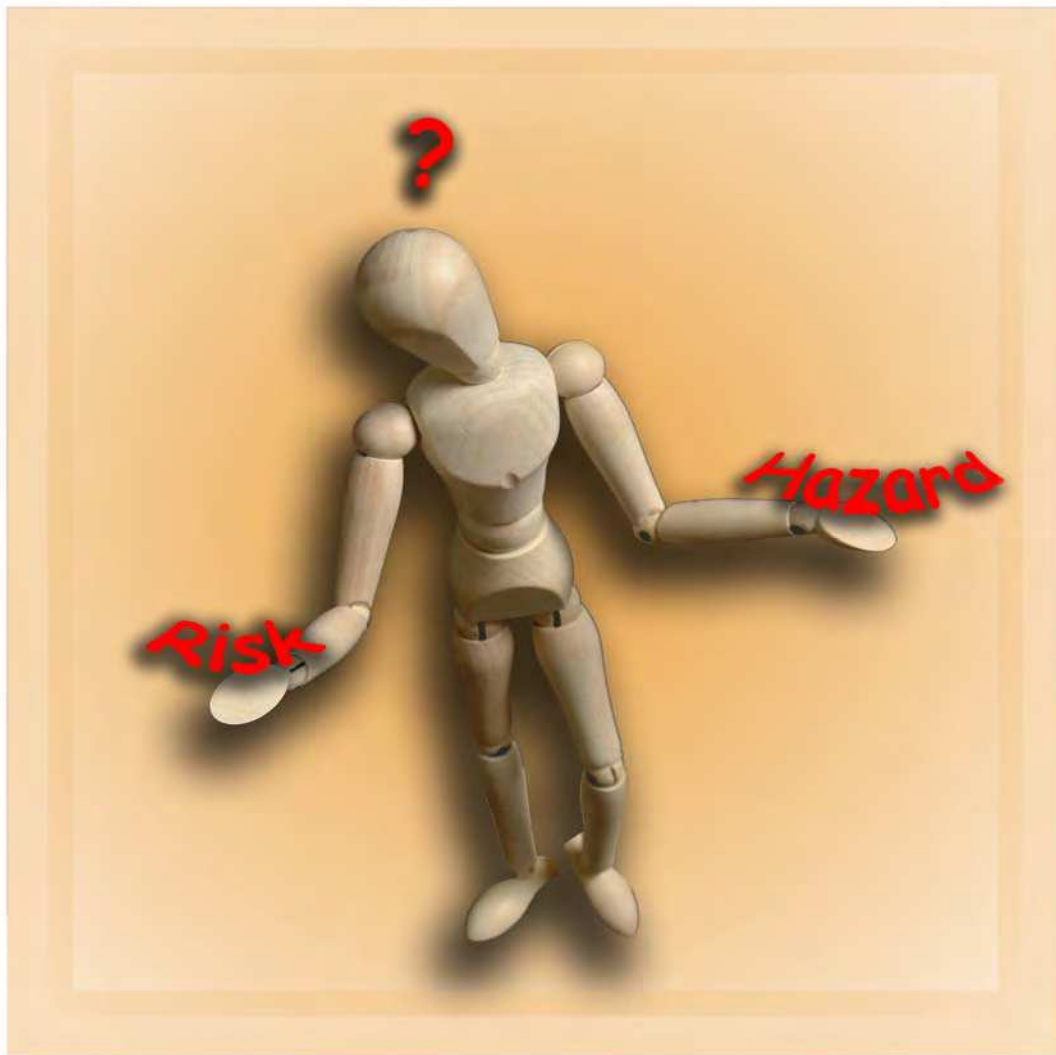
WORKING FROM HOME

Any part of a private dwelling used **solely** for work purposes will be required to be smoke free if it is used by more than one person who does not live at the dwelling.

Members of the public attending to deliver or to receive goods and/or services.

Section 16

Risk Assessments



Section 16: Risk Assessments

Conabeare Acoustics will ensure all hazards will be eliminated, so far as reasonably practicable. However, the Conabeare Acoustics accepts that some of its operation may, unless properly controlled, create risks to staff and others. The Company will therefore take all reasonable steps to reduce the risks to an acceptable level. Reasonably practicable involves striking a balance between risks and costs, in terms of time, inconvenience and financial considerations.

The company will ensure that risk assessments are carried out as required by the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, which will detail the range of hazards associated with working operations together with any necessary remedial actions. Risk assessments are essential to form the action plan for the management team.

Those involved in the risk assessment process will receive appropriate training.

Any employee who discovers a hazard during working operations should report the hazard to management or the Appointed Person so that the risk assessment can be reviewed taking the new information into account.

If hazards cannot be eliminated or risks avoided, an assessment of risks will be carried out by competent persons. The following factors will be considered during the assessment.

1. Likelihood
Whether the likelihood of the harm arising is remote, possible, an even chance, probable or almost certain will be considered.
2. Severity
Consideration will be made of whether the severity of harm from the hazard is likely to result in, insignificant injury, first aid treatment only, absence from work for more than three days, major injury or death.
3. Those at Risk
Individuals or groups at risk due to the hazard will be considered. This will include employees, contractors, and any other persons. If vulnerable persons, such as young people, pregnant women, nursing mothers, those with disabilities, lone workers and those working out of hours or at remote locations, etc are likely to be exposed, additional consideration will be given.

Conabeare Acoustics will provide employees with comprehensive and relevant information on:

- The risks to their health and safety identified by the assessment,
- The preventative and protective measures introduced.

Monitoring will take place to ensure the effectiveness of measures, and reassessment will be carried out where necessary.

Reviews of risk assessments will take place:

- when there are changes in legislation or control measures,
- when there is a significant change to working practices and processes,
- when there is installation of new machinery and equipment,
- new information becomes available on the hazards or risks,
- recurrent accidents or patterns of ill health,

- Results from enforcement authorities, monitoring or audits.

There is a number of relevant legislation which requires the Conabeare Acoustics to carry out suitable and sufficient risk assessments:

- Management of Health and Safety at Work Regulations 1999
- Control of Asbestos Regulations 2006
- Control of Noise at Work Regulations 2005
- Control of Vibration at Work Regulations 2005
- Regulatory Reform (Fire Safety) Order 2005
- Work at Height Regulations 2005
- Control Of Lead at Work Regulations 2002
- Control of Substance Hazardous to Health Regulations 2002
- Dangerous Substances and Explosive Atmosphere Regulations 2002
- Management of health and Safety at Work Regulations 1999
- Health and Safety (Display Screen Equipment) Regulations 1992
- Manual Handling Operations Regulations 1992
- Health and Safety at Work, etc Act 1974

Section 17

Control of Substances Hazardous to Health



Section 17 Control of Substances Hazardous to Health

It is recognised by Conabeare Acoustics that it is necessary to use hazardous substances and chemicals within the Company. The company also recognises that employees may be exposed to chemicals and hazardous substances, which are being used by others.

Assessments

All staff and employees are made aware of the following through training and via reading this manual and other information made available on notice boards.

- Any employee of the Company may use no chemicals or hazardous substances unless a written assessment has been completed.
- All chemicals and hazardous substances will have a written assessment, which will be distributed to relevant personnel.
- Assessments will enable the Company to make informed judgements regarding employee health risks involved, the risks from exposure and quantity of chemicals in use at any one time.
- The review procedures allow that assessment will take place should ever a product become suspect or a change in working conditions apply.
- Manufacturer's data sheets will be used for general assessment purposes. In the unlikely event that special chemicals are to be used in the workplace, professional help will be sought to assess these separately. Manufacturer's data sheets will be available for inspection.

Health and Safety consultants will be available for consultation and guidance should this be required by any employee.

Health Surveillance

Where a system or product in use shows that health surveillance is appropriate due to exposure of substances, records will be kept for 40 years after the last date of entry. The Company will ensure that adequate recording systems will be set up where necessary for this purpose.

In specific cases professional help will be sought where medical conditions could arise from the use of special chemicals. This is seen as useful in extreme cases of concern. The Company will try wherever possible to use chemicals and substances that present the least risk possible to its employee's customers and visitors to its premises.

Employees will have access to any medical records kept by the Company. In making this information available, it is important that employees report any health condition they feel would cause difficulty in carrying out their duties.

Section 18

First Aid



Section 18 First Aid

Conabeare Acoustics maintains a policy of providing First Aid support via appointed or qualified persons, trained to appropriate standards.

In some cases where employees work at venues not belonging to the Company, it will be established what first aid facilities exist that can be utilised and who is the qualified first aider on site.

Contractors and staff have a responsibility to the customers of Conabeare Acoustics to ensure adequate provision is available for first aid treatment at all sites and offices.

The Company's appointed person will ensure all venues chosen for training courses can provide this facility.

In places owned by or operated by the Company, premises will be supplied a first aid box. First aid boxes will be clearly marked with a **White Cross** on a green background and contain the following:

- A general guidance card on first-aid (as listed below).
- 20 x individually wrapped sterile adhesive dressing (assorted sizes).
- 2 x sterile eye pads, with attachments.
- 6 x individually wrapped triangular bandages.
- 6 x safety pins.
- 6 x medium sized individually wrapped sterile un-medicated wound dressings (approx. 10cm 8cm).
- 2 x large sterile individually wrapped un-medicated wound dressings (approx. 13cm 9cm).

The location of first-aid boxes and the name of the person responsible for their upkeep will be clearly indicated on notice boards. First aid boxes will display the:

- a) name of the person responsible for the upkeep
- b) nearest location of further supplies
- c) contents of the box and replenishing arrangements
- d) location of the accident book

In situations where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline solution (0.9%) in sealed disposable containers are provided. Each container should hold 300ml and at least 900ml should be available. Once opened they must not be re-used. The use of eye baths/cups or re-fillable containers is not permitted.

There will be one First Aider to every fifty employees on site and maintenance of this will be achieved during periods of absence via appointed persons.

All First Aiders will be suitably qualified and hold either a First Aid Certificate from St Johns Ambulance, The Red Cross or a Training Company approved by the Health and Safety Executive.

In premises where there are less than fifty employees, appointed persons will be nominated to take charge of and maintain first aid boxes.

In general, it will be the responsibility of the first aiders to ensure first aid boxes are maintained by trained and / or appointed persons.

Portable First Aid Kits

Portable first aid kits will be available for staff members required to work away from the normal workplace, such as,

- a) work with potentially dangerous tools and machinery away from base location
- b) staff travelling in vehicles on a regular basis

- c) staff whose work takes them to isolated or remote locations

First Aid Room & Supplies

An area will be made available, if required, for first aiders to carry out any treatment.

For the purposes of maintaining first aid supplies, first aiders should keep a record of supplies used, by whom and for what reason.

Section 19

Fire Precautions



Section 19 Fire Precautions

INTRODUCTION

Fire is a major risk in any workplace. It can injure, maim, and destroy businesses.

On 1 April 2006 the Regulatory Reform (Fire Safety) Order 2005 came into force. This applies to non-domestic premises and replaces the Fire Precautions Act 1971 and the Fire Precautions (Workplace) Regulations 1997. Fire certificates have been replaced by a risk approach, and are aimed at protecting persons lawfully on the premises and any person who is in the immediate vicinity of the premises and at risk from a fire.

Other legal requirements;

Health and Safety at Work etc. Act 1974

Management of Health & Safety at Work Regulations 1999

Health & Safety (Safety Signs & Signals) Regulations 1996

Electricity at Work Regulations 1989

RESPONSIBILITIES

The main responsibility placed upon Conabeare Acoustics is to take such general fire precautions:

Reduce the risk and spread of fire on the premises:

Means of escape from the premises and can be effectively used at all times:

Means for fighting fires on the premises:

Means for detecting and giving warning of a fire on the premises:

Arrangements for action to be taken in the event of fire including instruction and training of employees and to mitigate the effects of the fire.

RISK ASSESSMENT

Conabeare Acoustics will produce a suitable and sufficient assessment of the risks to which people are exposed for the purpose of identifying the fire precautions required to comply with requirements. This risk assessment will be regularly reviewed or if there is any significant change.

CONTROL MEASURES

Both Conabeare Acoustics and employees have an important role to play reduce the potential risk of fire. Below are some examples (not exhaustive), which shall employed:

That any combustible materials are properly stored and not likely to become a hazard should they be ignited. For example, storing copier paper under stairs could present a fire hazard:

Proper storage arrangements and precautions should be implemented for the by-products of work processes. For example, do not let sawdust accumulate around machines where it becomes a fire hazard. Ensure that any solvents or paints in use are not left with the lids off allowing fumes to accumulate in the workplace:

Ensure that electrical installations has been inspected and tested by a competent person.

Employees cannot bring their own electrical appliances on to the premises.

DANGEROUS SUBSTANCES

Where a dangerous substance is present in or on the premises, Conabeare Acoustics will ensure that risk to relevant people related to the presence of the substance is either eliminated or reduced so far as is reasonably practicable.

In order to safeguard people arising from an incident related to dangerous substances, Conabeare Acoustics will ensure that information on emergency arrangements is made available to all relevant parties.

No new work activity involving a dangerous substance will commence unless a risk assessment has been made.

FIRE FIGHTING AND DETECTION

Conabeare Acoustics will ensure that:

The premises are to the extent that it is appropriate, equipped with appropriate fire-fighting equipment and with fire detectors and alarms;

AND

Any non-automatic fire-fighting equipment provided is easily accessible, simple to use and indicated by signs.

These fire fighting and detection systems will be subject to a suitable system of maintenance and maintained in an efficient state, working order and in good repair. A record of these maintenance records will be maintained.

The fire alarm system will be tested on a weekly basis.

EMERGENCY ROUTES AND EXITS

Conabeare Acoustics will ensure that:

Emergency routes and exits lead as directly as possible to a place of safety:

Emergency exits are kept clear at all times and can be opened immediately by any person who may require to use them in an emergency:

People can evacuate the premises as quickly and safely as possible:

The number, distribution and dimensions are adequate for the size of premises and the maximum number of people:

Emergency doors will open in the direction of escape:

Sliding/revolving doors will not be used for exits specifically intended as emergency exits:

Signs will indicate emergency routes and exits:

Emergency routes and exits requiring illumination will be provided with emergency lighting of adequate intensity in the case of failure of normal lighting.

EMERGENCY PLANS AND DANGER AREAS

Conabeare Acoustics will ensure that:

Appropriate procedures are in place, including safety drills at least twice a year (announced and unannounced), to be followed in the event of serious and imminent danger to relevant persons. The safety drills will be recorded and learning points from exercise will be fed back into the emergency plans:

There will be sufficient nominated number of competent people to implement these procedures relating to the evacuation of people from the premises:
That no relevant person has access to any area to which it is necessary to restrict access on the grounds of safety, unless the person concerned has received adequate safety instruction.

INFORMATION AND TRAINING

Conabeare Acoustics will ensure that:

All employees and visitors to the premises are provided comprehensive and relevant information on the risks, the preventative and protective measures, and the procedures.

All employees are provided with adequate safety training and repeated periodically. The training will include;

Exposure to risk or changes to risk,

On appropriate precautions and actions to be taken by employees,

Use of fire fighting equipment available,

Change in responsibilities,

Introduction of new work equipment, technology, and systems of work,

GENERAL DUTIES OF EMPLOYEES

Every employee while at work must:

Take reasonable care for the safety of themselves and others:

Co-operate with Conabeare Acoustics in regards of fire prevention and protection measures:

Inform Conabeare Acoustics of any serious safety issues or shortcomings of the protection arrangements.

1 FIRE INSTRUCTION AND PROCEDURES

If you discover a fire

Immediately operate the nearest Fire Alarm Call point.

Telephone – (number) provide exact details and ensure yourself that the nature of call has been fully understood.

Evacuate the area concerned.

Attack the fire, if possible, with appliances provided by without taking personal risks

On hearing the alarm of fire (continuous alarms)

Stop work and evacuate the building immediately via the nearest emergency route.

Do not stop to collect personal belongings

Act quietly and remain calm

Do not use lifts

Make your way to the fire assembly point

Assembly Point

The assembly point is located at

Report to your Supervisor or Fire Marshall at the assembly point to be accounted for.

DO NOT RE-ENTER THE BUILDING UNTIL THE ALL CLEAR HAS BEEN RECEIVED.

2 WHEN DEALING WITH A FIRE

Make certain you have the correct extinguisher to tackle the fire. All new extinguishers are RED in colour.

DO NOT fight a fire if you are not sure what is burning, or you have any doubt about using the equipment or lack of confidence in tackling the fire.

Class	Type of extinguisher	Use on	Comments
A	Water (old type – red)	Wood, paper, fabric, textiles, & similar fuels	Must never be used on flammable liquids & electrical equipment
B	CO2 (old type – Black)	Flammable liquids & electrical equipment	
A, B & C	Powder (old type – Blue)	Flammable liquids, electrical equipment, wood, paper textiles & fabric	
A & B	Foam (old type – Cream)	Flammable liquids, wood, paper, textiles, fabric & similar fuels	Must never be used on Electrical equipment

If electrical appliance is involved, switch off the current before dealing with the fire.

If a person's clothing is on fire, wrap a blanket, rug or similar article closely around them and lay them on the ground to prevent flames reaching the head.

Shut doors and if possible, the windows of the room in which the fire is discovered

Section 20

Manual Handling



Section 20 Manual Handling

One in three reported injuries are due to improper manual handling techniques. It is not always the case that heavy or large loads cause injury. Merely the improper way to lift or move loads, heavy or light can cause injury.

The correct procedures are outlined in this policy. It is the responsibility of every employee to ensure they have read these guidelines and the booklets provided at their place of work.

It is intended that Conabeare Acoustics will provide information on manual handling procedures on notice boards etc for existing and new employees who are involved in moving heavy equipment.

Employees do though have a duty to ensure that they have read the material available and have sought advice on any points that cause them concern.

Definition

Manual handling can be defined as transporting or supporting any load by hand or bodily force including the moving, carrying, lifting, putting down, pushing or pulling of loads. The use of the terminology "load" can be described not only as parcel packages, etc. but also include items of mobile machinery in use.

Responsibilities

It is the responsibility of all management to ensure that as far as practicably possible, Company employees and contractors are free from risk of injury caused by manual handling operations.

The use of assessments is therefore vital to ensure staff are aware of the need to adopt proper procedures and working practices when handling loads. Wherever possible, the use of "manual handling" should be avoided by the use of handling equipment supplied by the Company.

Where this is not possible, risk must be minimised through the use of the procedure outlined in this policy and information on manual handling available at each place of work or within these guidelines.

The appointed person will agree those items requiring assessment. Staff/contractors have a right to request additional assessments where they believe they may be at risk from moving loads.

These will be updated as and when circumstances change or new assessments are required.

Conabeare Acoustics are committed to train all existing personnel in proper manual handling procedures, but this does not though negate the fact that staff have a duty to read available material and ask questions if any doubt exists.

Information will, wherever a risk is identified, be provided on:

- Weights of loads and equipment.
- The heaviest side of a load and the centre of gravity for a load.

Manual Handling Risk Assessment

The characteristics of loads to be considered for risk assessment are detailed as follows:

- The size weight and shape of a particular load.
- The ease by which a load can be grasped.
- The balance, stability and contents including the likelihood of shifting.
- The potential risk from injury via sharp edges or rough surfaces and temperature.

Risk assessment will also consider:

- Working space and height restrictions.
- Uneven or poor surfaces.
- Variations in floor levels.
- Temperature, humidity and ventilation

Responsibilities

Conabeare Acoustics will wherever possible identify equipment and/or loads that require the completion of a risk assessment. Employees and contractors have a duty to assist Company management in the task of identifying possible loads that require a risk assessment completing.

Section 21

Lifting operations



Section 21 Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

The aim of these regulations is to reduce the risk of harm to people's health and safety from lifting equipment provided for use at work. In addition to the requirements of LOLER, lifting equipment is also subject to the requirements of PUWER (Provision and Use of Work Equipment)

Lifting equipment must be:

- Strong and stable enough for the particular use and marked to indicate safe working loads;
- Positioned and installed to minimise the risk of harm;
- Used safely, i.e. the work is planned, organised and performed by competent people;
- Subject to ongoing thorough examination and, where appropriate, inspection by competent persons.

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it. The regulations cover a wide range of equipment including cranes, forklift trucks, lifts, hoists, mobile elevating work platforms and vehicle inspection platform hoists. The definition also includes lifting accessories such as chains, slings, eyebolts etc. LOLER does not apply to escalators; these are covered by more specific legislation.

Conabeare Acoustics will meet the requirements of LOLER by ensuring all equipment within the scope of the regulations is:

- Sufficiently strong, stable, and suitable for the proposed use. Similarly the load and anything attached must be suitable.
- Positioned or installed to prevent the risk of injury
- Visibly marked with appropriate information to be taken into account for its' safe use e.g. safe working loads.

Additionally, Conabeare Acoustics will ensure that:

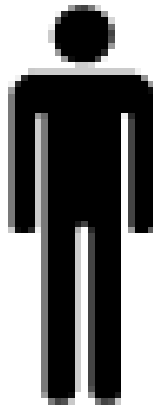
- Lifting operations are planned, supervised and carried out in a safe manner by people who are competent
- Where equipment is used for lifting people it is marked accordingly, and it should be safe for such purpose e.g. all necessary precautions have been taken into consideration to minimise any risks
- Where appropriate, before lifting equipment is used for the first time, it is thoroughly examined.
- Lifting equipment may need to be thoroughly examined at periods specified in the regulations i.e. at least six monthly for accessories and equipment used for lifting people and, at a minimum, annually for all other equipment or at intervals laid down by an examination scheme drawn up by a competent person.
- A competent person will perform all examination work.
- Following a thorough examination or inspection of any lifting equipment, the competent person to the employer to take the appropriate action where necessary will submit a report.

Inspection guidelines for lifting equipment

Description	Inspection frequency
Lifts (personnel)	At least 6 monthly
Forklift and all other equipment	At least annually
Accessories etc.	At least 6 monthly

Section 22

Special Categories of Workers



Section 22 Special Categories of Workers

The Conabeare Acoustics recognises that it has a responsibility to exercise a general duty of care towards all their employees whatever their physical ability and conditions of work. Where workers fall into special categories, the duty of care extends to ensuring that these workers are not exposed to workplace environments and involved in activities that are made more hazardous because of their disability or physical attribute.

Young Persons

The Conabeare Acoustics recognise that young people may be vulnerable to harm associated with their work because of their inexperience, lack of perception of danger, and physical and/or psychological immaturity.

The organisation will ensure that work activities exposing young persons to unacceptable risks are eliminated, so far as is reasonably practicable.

Where hazardous activities cannot be eliminated, as required under the Management of Health and Safety at Work Regulations 1999 the Conabeare Acoustics will produce a specific formal risk assessments prior to employment of young persons (those not yet 16-18 years old) and children (those under compulsory school-leaving age).

This will take into account the risks associated with process and work conditions in the light of their inexperience or immaturity. Information resulting from this risk assessment will be given to the parents or guardians.

Young persons will be excluded from certain types of work such as those involving dangerous machines, radiation, and hazardous substances, except where they have been trained and/or under the supervision of a competent person.

Conabeare Acoustics will provide sufficient and understandable information, instruction, supervision and training to allow young persons to work safely.

New, Expectant and Nursing Mothers

New or expectant mothers are defined as women who are pregnant, who have recently given birth or who are breast feeding. New expectant mothers must advise Personnel of their situation at the earliest opportunity so that their work activities can be re-assessed.

There are certain activities that must not be performed by expectant and nursing mothers, therefore an Appointed Person who is aware of the current recommendations and legislation will review the relevant risk assessments.

If measures required by other health and safety legislation cannot control the risks identified, the Conabeare Acoustics will alter the working conditions, or hours of work of the women, or in extreme cases suspend the women from work in order to avoid the risk.

New or expectant mothers may also be suspended from night work if a registered medical practitioner or midwife signs a certificate stating such work should be suspended on the grounds of the women's health and safety.

Certain exemptions exist for employers where the woman has not produced a written notification of the women's condition or has failed to produce the signed certificate for her suspension from night work.

Records will be kept of the significant findings of risk assessment relating to new or expectant mothers, including details of specific control measures implemented.

Disabled Workers

As required under the Disability Discrimination Act 1995 (DDA), the Conabeare Acoustics will make any arrangements to make reasonable adjustment to the workplace and to work tasks to accommodate the needs of a disabled employee.

As with all employees the Conabeare Acoustics will undertake a risk assessment in respect of the disability of the disabled persons this needs to take into account:

- All hazards will be identified for every work activity in every part of work place.
- Appropriate control measures will be defined, as far as is reasonably practicable.
- The risk assessment process will be documented.

The Conabeare Acoustics will consider whether reasonable adjustment could be made to allow the disabled person to access the workplace, facilities inside the premises, sanitary accommodation, and that a personal evacuation plan will be developed for the individual.

Employees with special needs will be encouraged to suggest any premises or tasks improvements to their line managers.

The Conabeare Acoustics will keep records of disabled workers in the workforce and of the special equipment or workplace conditions provided to ensure their ability to carry out the work expected of them. Any training provided to disabled persons will also be recorded.

Lone Workers

Working alone can bring additional risks to a work activity and therefore requires assessment under the Management of Health and Safety at Work Regulations 1999.

The Conabeare Acoustics in carrying out the risk assessment will consider;

- Can one person adequately control the risks of the job?
- Is the person medically fit and suitable to work alone?
- The training required to ensure competency in safety matters?
- How will the person be supervised?
- What happens if a person becomes ill, has an accident or there is an emergency?

The lone worker will be made aware of the hazards and risks associated with their duties, be trained for dealing with emergency situations and ensure that someone is aware of their whereabouts and activities when carrying out their duties.

Some legal requirements specially prohibit working alone where the potential risks are considered too great. These include:

- Diving,
- Fumigation work,
- Working with explosives or dangerous machinery,
- Using unsupported access equipment,
- Working in confined spaces.

Section 23

Noise at Work



Section 23 Noise at Work

Loud noise at work can damage your hearing. As an employer we have a responsibility under the Control Noise at Work Regulations 2005, to prevent or reduce and protect employees from risks to health and safety from exposure from noise.

Responsibilities

Conabeare Acoustics shall;

Assess the risks to employees from noise at work;

Take action to reduce the noise exposure that produces those risks;

Provide employees with hearing protection if we cannot reduce the noise exposure enough by using other methods;

Make sure the legal limits on noise exposure are not exceeded:

Provide employees with information, instruction and training;

Carry out health surveillance where there is a risk to health.

Noise problem

A noise problem at work will depend on how loud the noise is and how long people are exposed to it. Something is likely to be required to be done if any of the following apply:

If the noise is intrusive – like a busy street, a vacuum cleaner or a crowded restaurant – for most of the working day?

Employees have to raise their voices to carry out a normal conversation when about 2m apart for at least part of the day.

Employees use noisy powered tools or machinery for more than half an hour each day.

Working in a noisy industry, e.g. construction, demolition or road repair; woodworking; plastics processing; engineering; textile manufacture; general fabrication; forging, pressing or stamping; paper or board making; canning or bottling; foundries.

There are noises due to impacts (such as hammering, drop forging, pneumatic impact tools etc), explosive sources such as cartridge-operated tools or detonators, or guns.

Noise Levels

The Noise Regulations require the Company to take specific action at certain action values. These relate to:

The levels of exposure to noise of employees averaged over working day or week; and

The maximum noise (peak sound pressure) to which employees are exposed in a working day.

The values are:

	Lower exposure action values	Upper exposure action values	Exposure limit values not to be exceeded
Daily/weekly exposure	80dB	135dB	87dB
Peak sound pressure	85dB	137dB	140dB

Assessment and control risks

If a need to assess the risks to decide whether any further action is needed, this will be carried out by a competent person.

The risk assessment will:

Identify where there may be a risk from noise and who is likely to be affected.

Contain a reliable estimate of employee's exposures, and compare the exposure with the exposure action values and limit values.

Identify what is required to comply with the law, e.g. whether noise-control measures or hearing protection are needed, and if so, where and what type.

Identify any employees who need to be provided with health surveillance and whether any are at particular risk.

Conabeare Acoustics shall ensure that:

The assessments are recorded with an action plan.

Assessments are reviewed no later than two years, or if circumstances have changed and affect noise exposure, and to continue to do all that is reasonably practicable to control the noise risks.

Wherever there is noise, Conabeare Acoustics shall look for alternative processes, equipment and/or working methods that would make the work quieter or mean people are exposed for shorter times and employ best practice that are reasonably practicable. Where noise exposures are below the lower exposure action values, risks are low; Conabeare Acoustics will shall take action that are relatively inexpensive and simple to carry out.

Conabeare Acoustics shall ensure that we use the information from the assessments to:

Tackle the immediate risk, e.g. by providing hearing protection;

Identify what is possible to control noise, how much reduction could be achieved and what is reasonably practicable;

Establish priorities for action and a timetable (e.g. consider where there could be immediate benefits, what changes may need to be phased in over longer period of time and the number of people exposed to the noise in each case);

Assign responsibilities to people to deliver the various parts of the plan

Ensure the work on noise control is carried out;

Check that what we have done has worked.

Hearing protection

Hearing protection will be issued to employees:

Where extra protection is needed above what can be achieved using noise control;

As a short term measure while other methods of controlling noise are being developed

Hearing protection will not be used as an alternative to controlling noise by technical and organisational means.

Conabeare Acoustics shall ensure that we:

Provide employees with hearing protectors if they ask them and their noise exposure is between the lower and upper exposure action values;

Provide employees with hearing protectors and make sure they use them properly when their noise exposure exceeds the upper exposure action values;

Will identify hearing protection zones, i.e. areas where the use of hearing protection is compulsory, and mark them with signs if possible;
The hearing protectors are properly used and maintained.

Information, instruction and training

Conabeare Acoustics shall ensure that employees understand the risks they may be exposed to. Where employees are exposed above the lower exposure action values we shall advise you of the at least the following;

The likely noise exposure and the risk to hearing this creates;
What Conabeare Acoustics are doing to control risks and exposures;
Where and how people can obtain hearing protection;
How to report defects in hearing protection and noise control equipment;
What employee's duties are under the Noise Regulation 2005;
What employee's should do to minimise the risk, such as the proper way to use hearing protection and other noise control equipment, how to look after it and store it, and where to use it;
Explain Conabeare Acoustics health surveillance systems

Health Surveillance

Conabeare Acoustics shall provide health surveillance (hearing checks) for all employees who are likely to be regularly exposed above the upper exposure action values, or are at risk for any reason, e.g. they already suffer from hearing loss or are particularly sensitive to damage.

Conabeare Acoustics shall use the results to make sure employees hearing is being protected.

Conabeare Acoustics shall:

Keep records of the health surveillance and fitness for work advice provided for each employee (but not the confidential medical records which are kept by the doctor). The Health and Safety Executive can inspect these records as part of their checks that Conabeare Acoustics is complying with the regulations;
Make employees records available to them;
Act upon any recommendations made by the occupational health service provided about employees continued exposure to noise;
Use the results to review and, if necessary, revise the risk assessment and our plans to control noise.

Section 24

Environmental Policy



Section 24 Environmental Policy Statement

Conabeare Acoustics are committed to the following criteria in all aspects of work towards its responsibilities to the Environment.

To conserve our environment and to exercise the necessary professionalism to achieve this aim wherever possible.

To purchase recycled materials and recycle materials produced as a result of our work, wherever possible.

To purchase timber, wherever possible, which has been obtained from sustainable forestation.

To avoid chemicals and materials which are ozone depleting.

To be proactive in environmental control and to exercise self regulation rather than "act after the event".

Set and maintain high standards of environmental management.

Ensure that risks and hazards are minimised to staff and the public alike.

Conabeare Acoustics's main activity, involves many potentially environmental high risk operations.

The risk potential is pertinent not only to site staff and the public, but also to our environment.

Control of the environment risk potential is paramount to our success and to that end it is the Company's aim to achieve and maintain high standards and to investigate and employ innovative techniques, which may improve any current methodology.

Working to current legislative and regulatory standards are deemed to be our minimum requirements, but our objective is to surpass this minimum standard.

This philosophy is accepted and implemented from the senior management and throughout the workforce.

Signed

Date:

Managing Director

Current Legislation and Guidance applicable to the contents of this policy

Section 1	The Health and Safety At Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999
Section 2	The Health and Safety At Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999
Section 3	The Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999
Section 4	The Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999 Health and Safety (Consultation with Employees) Regulations 1992
Section 5	Management of Health and Safety at Work Regulations 1999
Section 6	The Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999
Section 7	The Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999 Working Time Regulations 1998 & Working Time (Amendment) Regulations 2003
Section 8	Workplace (Health, Safety and Welfare) Regulations 1992
Section 9	The Health and Safety At Work etc. Act 1974 Provision and Use of Work Equipment Regulations 1998 Health and Safety (Safety Signs and Signals) Regulations 1996 Work at Height Regulations 2005 Control of Vibration at Work Regulations 2005 Confined Spaces Regulations 1997 Personal Protective Equipment at Work Regulations 1992 Workplace (Health, Safety and Welfare) Regulations 1992
Section 10	Management of Health and Safety at Work Regulations 1999 Display Screen equipment regulations 1992 (as amended 2002)
Section 11	Provision and Use of Work Equipment Regulations 1998 Management of Health and Safety at Work Regulations 1999 Workplace (Health, Safety and Welfare) Regulations 1992 Road Traffic Act 1972 Road Traffic Act 1974 Road Traffic Regulations Act 1984
Section 12	Reporting of Injuries, Diseases, and Dangerous

	Occurrences Regulations 1995 Management of Health and Safety at Work Regulations 1999 Social Security (claims and payments) Regulations 1989
Section 13	Management of Health and Safety at Work Regulations 1999 Control of Asbestos Regulations 2006
Section 14	The Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999
Section 15	Health Act 2006
Section 16	Management of Health and Safety at Work Regulations 1999
Section 17	Control of Substances Hazardous to Health 2002
Section 18	Health & Safety at Work etc. Act 1974 Health and Safety (First Aid) Regulations 1981 Health and Safety (Signs and Symbols) Regulations 1996
Section 19	Fire Precautions Act 1971 Health & Safety at Work etc. Act 1974 Regulatory Reform (Fire Safety) Order 2005
Section 20	Health & Safety at Work Act 1974 Manual Handling Operations Regulations 1992 Manual Handling Loads - A guide to Manual Handling Operations Regulations 1992
Section 21	Health and Safety at Work Act 1974 Lifting Operation and Lifting Equipment Regulations 1998 (LOLER). Provision and Use of Work Equipment Regulations 1998 Safe use of lifting equipment. Lifting operations and lifting equipment regulations 1998 Approved Code of Practice.
Section 22	The Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999
Section 23	Health & Safety at Work etc. Act 1974 Health and Safety (Signs Symbols) Regulations 1996 Control of Noise at Work Regulations 2005 Personal Protective Equipment at Work Regulations 1992
Section 24	Environment Act 1995 Environmental Protection Act 1990

**Current Legislation and Guidance applicable to
Safe Working practices:**

COSHH	Management of Health and Safety at Work Regulations 1999 Control of Substances Hazardous to Health Regulations 2002
LOLER	Management of Health and Safety at Work Regulations 1999 Lifting Operations and Lifting Equipment Regulations 1998
PUWER	Management of Health and Safety at Work Regulations 1999 Provision and Use of Work Equipment Regulations 1998
Manual Handling	Management of Health and Safety at Work Regulations 1999 Manual Handling Operations Regulations 1992
Noise & Vibration	Management of Health and Safety at Work Regulations 1999 Control of Noise at Work Regulations 2005 Control of Vibration at Work Regulations 2005
PPE	Management of Health and Safety at Work Regulations 1999 Personal Protective Equipment at Work Regulations 1992
Lone Working	Management of Health and Safety at Work Regulations 1999
DSE	Management of Health and Safety at Work Regulations 1999 Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002)
First Aid	Management of Health and Safety at Work Regulations 1999 Health and Safety (First Aid) Regulations 1981
Fire Prevention	Management of Health and Safety at Work Regulations 1999 Regulatory Reform (Fire Safety) Order 2005
Electricity at Work	Electricity at Work Regulations 1989 Memorandum of guidance on the Electricity at Work Regulations 1989
Asbestos at Work	Management of Health and Safety at Work Regulations 1999 Control of Asbestos Regulations 2006