

BANKS HOUSE HEALTH AND SAFETY POLICY

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Section 1 - Statement of Intent

1 - Organisational Chart for Health and Safety Management



2 - The Operations Director (Peter Stillings)

The Operations Director must ensure that all Safety and other related documentation is maintained, up to date and in an orderly manner, that all major injuries, notifiable accidents and dangerous occurrences are recorded and reported in accordance with legal requirements to the enforcing Authorities.

In the absence of the Operations Director it is the responsibility of the Registered Manager to ensure that the Health and Safety Policy is carried out and complied with by all concerned.

The Operations Director's responsibilities are detailed below:

- Responsible for industrial Health and Safety within the Company and the implementation of the Policy and that all documentation is readily available.
- Ensure that there is an effective policy for industrial Health and Safety within the Company
- Should evaluate all risks in the Company relating to accidents at work, health risks at work, loss or damage to Company property and risks to the public through Company activity.
- Ensure the periodical inspection, maintenance and testing of plant and machinery, including the inspection and checking of new machinery before commissioning.
- Ensure the Company has carried out the Risk and COSHH Assessments and that the findings are brought to the attention of relevant personnel,
- Ensure that all working areas are laid out, to ensure the safety of our employees, as well as any visitors, that adequate welfare facilities are in place.
- All insurance liability and losses are periodically assessed including adverse trends and arrange for all necessary insurances.
- Ensure that adequate finances are available to sustain a proactive Health and Safety Programme.
- Regularly review the Health and Safety Policy, at least annually with the assistance of the Health and Safety Advisor, or when the Company's activities change, and to comply with new legislation
- Ensure that the Company has in place procedures, also all employees receive adequate induction training, continuous training and specific job training.
- Monitor and review all procedural documentation to prove its effectiveness, i.e. maintenance programmes, statutory inspections, asbestos registers, written work procedures, operational procedures, COSHH and Risk Assessment
- Ensure all visitors are given the Health and Safety rules relevant to their visit.
- Ensure that responsibilities are properly assigned, accepted at all times and personnel are adequately supervised.
- Advise the Managers and Employees of any amendments or changes in the law and discipline any persons not complying with Company policies or procedures.
- Ensure that mandatory requirements pertaining to the Company's activities are complied with, act upon any beneficial recommendations brought to his attention by an employee, or where the Risk Assessments identifies necessary changes required to improve work practices.
- Draw up and implement safe systems of work and the provision and use of appropriate Personal Protective Equipment.
- Ensure emergency procedures are in place.
- Review the Company's accident and near miss statistics to allow continued improvement and prevent a recurrence.
- Liaise closely with the Enforcing Authority and our Health and Safety Advisor, as well as appraise and correct the Company's safety performance,
- Attend and supply material for the safety meetings.
- Set an example by wearing the appropriate Personal Protective Equipment,
- Ensure all Contractors who carry out work for the Company are aware of their responsibilities and they are monitored.

3 - The Registered Manager (Helen Baker) Head of School (Dawn Wale)

Assist the Operations Director in ensuring that the employees are fully informed and conversant with requirements concerning safety legislation and controls to ensure that legal requirements are met.

The Health and Safety responsibilities of the Registered Manager are detailed below:

- Understand the Company Policy for Health and Safety.
- Make beneficial recommendations to improve the Company's Health and Safety.
- Ensure that staff under their control are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks.
- Endeavour to achieve continual professional development to maintain their competence in Health and Safety.
- Set a personal example by wearing the appropriate personal protective equipment and/or clothing
- Report immediately to the Operations Director, all accidents and near misses, as well as assisting when requested to do so in any investigation.
- Liaise with all relevant personnel on Health and Safety matters and act upon the advice provided by the Company's Health and Safety Advisor.
- Ensure all contractors who carry out work for the Company are competent and aware of their responsibilities to ensure all work is carried out in a safe manner.
- Ensure all registers, records and reports they are responsible for are up to date, properly completed and readily available.
- Arrange for and/or carry out necessary inspections on plants and equipment they are responsible for to ensure it is safe for its intended use.
- Have an understanding of the application of the Health and Safety at Work Act 1974 and other legislation relevant to the Company's business.

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4 - The Deputy Managers (Sarah Barrett and Clare Oakley) and Trainee Deputy Manager (Lucy Cutmore)

The Deputy Manager is responsible for assisting the Company in implementing industrial Health and Safety for the Company, ensuring that the employees are fully informed and conversant with requirements concerning safety legislation and controls to ensure that legal requirements are met. The Deputy Managers responsibilities will reflect the Registered Managers responsibilities.

The Health and Safety responsibilities of Deputy Manager are detailed below:

- Understand the Company Policy for Health and Safety.
- Make beneficial recommendations to improve the Company's Health and Safety.
- Ensure that staff under their control are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks.
- Endeavour to achieve continual professional development to maintain their competence in Health and Safety.
- Set a personal example by wearing the appropriate personal protective equipment and/or clothing
- Report immediately to the Operations Director, all accidents and near misses, as well as assisting when requested to do so in any investigation.
- Liaise with all relevant personnel on Health and Safety matters and act upon the advice provided by the Company's Health and Safety Advisor.
- Ensure all contractors who carry out work for the Company are competent and aware of their responsibilities to ensure all work is carried out in a safe manner.
- Ensure all registers, records and reports they are responsible for are up to date, properly completed and readily available.
- Arrange for and/or carry out necessary inspections on plant and equipment they are responsible for to ensure it is safe for its intended use
- Have an understanding of the application of the Health and Safety at Work Act 1974 and other legislation relevant to the Company's business.

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5 - Team Leaders

The Team Leaders are responsible for implementing industrial Health and Safety for the Company, ensuring that the employees are fully informed and conversant with requirements concerning safety legislation and controls to ensure that legal requirements are met,

The Health and Safety responsibilities of the Team Leaders are detailed below:

- Understand the Company policy for Health and Safety and assist the Company in bringing it to the notice of all employees, particularly new starters. Carry out all work in accordance with its requirements and bring to the notice of the Directors any improvements or additions which you feel necessary.
- Report immediately to the Registered Manager, all accidents and incidents, and when requested they shall also assist with the investigation, as well as reporting dangerous occurrences etc. to the Enforcing Authority.
- Ensure Employees under their control are provided with induction training, specific job training and familiarisation training and records are maintained.
- Will liaise with all relevant personnel on Health and Safety matters and act upon the advice provided by the Company's Health and Safety Advisor.
- Ensure that operatives under their control are aware of their responsibilities for safe working and they are not required or permitted to take unnecessary risks and they are suitably supervised.
- Implement arrangements with Management and others on site to avoid confusion about areas of responsibility for health, safety and welfare and ensure liaison is maintained.
- Ensure that good housekeeping practices are adhered to for their working area, free of slip and trip hazards etc. to ensure safety of staff and visitors.
- Ensure all visitors are given the appropriate Health and Safety brief, relevant to their visit and the locations they are to visit whilst on site.

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6 - The Employees

- The responsibilities of the employees are listed below:
- Take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
- With regard to any duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions, to co-operate so far as is necessary to enable that duty or requirement to be performed or complied with.
- Be familiar with and conform to the Company's Health and Safety Policy, Procedures, follow the requirements of the Risk Assessments and Company rules at all times.
- Report to management any illness, medical condition or prescribed drugs which may affect their ability to work safely, so the Company can take the necessary steps to ensure everyone's safety.
- Use/wear appropriate personal safety clothing and equipment for the task in hand, ensure it is inspected prior to use, report any damage or defects and obtain replacements.
- Conform to all instructions given by a Manager in the interest of Health and Safety at work.
- Report all accidents however minor immediately to management, so this can be entered into the accident book.
- Report all hazards and hazardous situations to the Manager and do not use any damaged or defective equipment.
- In the interest of Health and Safety, employees should make any beneficial recommendations to the company.
- Every employee must be aware of the correct emergency action to be taken in the event of a fire.
- Always store materials and equipment safely and do not block fire exits or walkways.
- Shall not be under the influence of alcohol or any drugs and will refrain from any horseplay.
- Use any equipment or carry out a task in accordance with any instructions or training given.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety and welfare in pursuance of any of the relevant statutory provisions.
- Works safety rules and safety equipment has been introduced in furtherance of this aim and failure to use these will be subject to the disciplinary procedures.

7 - Health and Safety Advisor

The Company has appointed a Health and Safety Advisor as the competent person to advise the Company on Health and Safety issues, thereby assisting the Company to comply with the Management of Health and Safety at Work Regulations 1999.

Should a Health and Safety query be raised that cannot be handled successfully by the Directors or Registered Manager the individual can contact the Health and Safety Advisor directly. Any suitable information and advice will be provided **Tel: 01953 607093**

Upon request Milne Safety will:

- Provide assistance to Management to compile and develop Health and Safety documentation and procedures.
- Carry out Health and Safety training where identified as necessary.
- Carry out Health and Safety inspections as agreed.
- Investigate major accidents.
- Provide continuing advice on current and future Health and Safety Legislation and best practise.

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8 - Visitors

Persons other than employees are not permitted on Company premises unless authorised and, where necessary, accompanied at all times by a member of staff. The following general rules apply.

- All visitors must report and be met at the door. They will only be allowed on site after making themselves known, as well as receiving any induction training. Where necessary they will be accompanied by a member of staff.
- All visitors must sign in and out of the home or school.
- To take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work,
- Shall not work on the premises unless covered by insurance against risk.
- Shall not bring hazardous substances or any equipment onto the premises without prior permission from the Director or Registered Manager.
- All visitors will wear the appropriate personal protective equipment requested by your host or as required for carrying out specific tasks, i.e. high visibility jacket, hard hat and safety footwear when on site.
- Observe the Company's Health and Safety rules or procedures at all times.
- Shall not be under the influence of alcohol or any drugs and will refrain from any horseplay.
- Shall not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety and welfare in pursuance of any of the relevant statutory provisions.
- Cooperate with the Company at all times to help meet legal obligations and to follow the instructions given to you by your host.
- Report to management or your host any defects, hazards or shortcomings in the Company's Health and Safety arrangements.

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9 - Management Review

The Directors undertake periodic reviews of the Health and Safety Policy, organisation and arrangements, to ensure their continuing suitability and effectiveness, and that the policy objectives are being met. The results of internal Health and Safety checks, audits and records are used in these reviews. The Policy will be reviewed at least once a year.

The principal language used throughout the organisation for Health & Safety documentation shall be English. Where necessary, the Company shall provide translations to meet the needs of their employees and others, or a translator will be provided.

Information

Information and advice to enable the Company to meet its legal duties can be obtained from a range of sources and is not limited to the following:

- Milne Safety, our Health and Safety Advisors, including their Monthly Newsletter
- HSE
- BSI
- British Safety Council
- Publications and Research
- ACOPs and Guidance

10 - Consultation with Employees

Within the clearly defined functions and responsibilities of management there is a duty for the Directors to communicate with employees, this will enable the effective implementation of the Health and Safety General Policy, Statement of Intent and Procedures, communication and consultation will take place between management and employees.

The Company employs a non-unionised workforce. Under the Health and Safety (Consultation with Employees) Regulations 1996 there needs to be consultation on all matters of Health and Safety with the whole workforce or with elected employee's representatives, known as a Responsible Employee for Safety (RES). It is the duty of each Representative of Employees Safety to further the cause of accident prevention partly by noting unsafe practices as well as supporting the Directors in informing fellow employees of the hazards and controls in place with the objective of improving safety practices within the Company.

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Section 2 - Arrangements for Health and Safety

1 - Safe Working Practices/Procedures

Specific information on safety matters will be set down in instructions for particular tasks or processes. However, many principles of safe working practices are common to any situation and the following rules are to be observed throughout the Company's premises. The Company has compiled various written procedures to ensure safe working practices by personnel and it is important that these are fully complied with, personnel should refer to these prior to carrying out various tasks. It is the responsibility of Management to ensure that personnel are informed of these procedures and to compile any additional written procedures.

2 - General

- It is the duty of all employees to be conversant with and to observe and obey all notices, signs and regulations concerning safety and welfare, applicable to their occupation and place of work at any particular time.
- It is the duty of all persons to comply with any statutory regulations concerning their work, such as the Personal Protective Equipment Regulations 2002, the Control of Substances Hazardous to Health 2002, the Electricity at Work Regulations 1989, the Health and Safety at Work Act 1974, the Provision and Use of Work Equipment Regulations 1998, the Management of Health and Safety at Work Regulations 1999 etc.
- Where Personal Protective Equipment is provided for use in specified circumstances, whether under statutory regulations or not, all employees engaged in such processes must wear this at all times. Clothing and hairstyles at work must be suitable for the wearer's occupation and not likely to cause danger.
- Where written procedures exist for a job function, they must be implemented in accordance with Company rules.
- No employee shall leave any goods, boxes, parcels, tools or any item in or on a designated walkway, corridor, staircase or other entrance or exit.
- All cables and hoses shall be routed safely, kept to a minimum and walkovers shall be used where necessary.
- Before any inspection cover is removed, or other low level hazard created, it must be surrounded by a protective barrier of suitable size, strength and visibility to protect any persons from danger.

3 - Plant and Equipment

As far as is reasonably practicable, all plant and equipment used must be safe and without health risks.

It must be:

- Of good construction
- Of suitable and sound materials
- Of sufficient strength and suitability for its intended purpose
- So used and maintained that it remains safe and without health risks

4 - New Equipment

In the case of all new machinery, it is the responsibility of the Company to ensure that the equipment is installed and safe to use before being used by employees.

It is of the utmost importance that the procedures for the installation of such machinery and equipment are complied with, to ensure that all safety provisions are operating effectively and to provide a safe system of work, including the provision of adequate training for all persons required to maintain, supervise and use or operate the equipment or machinery.

When a new type of machine is introduced the following procedures must be complied with:

- The supplier's handbook or comprehensive written instructions shall be provided with the machine or equipment, including relevant details of all modifications and improvements.
- The Company will supervise and check the installation and understand the method of operation.
- The Company will be fully informed on the safety provisions and see them functioning satisfactorily.
- The Company will ensure that all Managers and Staff to be employed on the machine/equipment are given full instructions and training in all operating and safety procedures. These procedures must be taken into consideration when drawing up the training programmes and work specifications.
- On no account should persons be asked to operate any equipment before receiving the necessary instructions or training.
- Employees will not use any defective equipment. Any equipment discovered to be defective will be removed from service immediately and shall not be used until it has been repaired or replaced as necessary.
- The Company has a regular maintenance programme including as necessary, inspection, testing, adjustments, lubrication and cleaning at suitable intervals and keeping records of inspections etc.

5 - First Aid

First aid boxes are located in the laundry room, kitchen, office and one to one kitchen and learning centre. The names and locations of trained and qualified First Aiders will be displayed on suitable notices to inform all personnel.

The Company will ensure that:

- First aid boxes are suitably equipped. The First Aiders will ensure they are restocked as necessary and that any sterile dressings and eye wash bottles are not out of date.
- There are clear instructions for summoning outside medical help.
- There is sufficient number of trained First aiders, to cover any absenteeism i.e. holidays.
- Accident forms are recorded online via the Portal, the personal details recorded on the online form are only to be made available to all with a responsibility for Health and Safety and kept in accordance with the Data Protection Act.
- Serious injuries will be treated by a paramedic and/or taken to hospital for treatment.

6 - Accident and Near Misses Investigation

All accidents and near misses will be investigated by the Company to establish their cause and to ensure that all necessary steps are taken to avoid a recurrence. Investigations shall cover all the circumstances relating to the accident or the near miss and eye-witness accounts shall be obtained where possible.

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7 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

The Company shall ensure that all major injuries and notifiable accidents are recorded and notified in accordance with legal requirements. The HSE will be contacted online at [hse.gov.uk](https://www.hse.gov.uk) to complete a written report.

8 - Fire

The Company takes its fire safety duties seriously, therefore we have formulated this policy to help us comply with our legal obligations to staff and visitors under the Regulatory Reform (Fire Safety) Order. This includes the provision of a safe place to work where fire safety risks are minimised.

Employees Responsibilities

All employees and visitors have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to cooperate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well-being of our staff, residents and visitors.

Communication

The Company will keep staff informed of any changes that are made to our fire safety procedures and Fire Risk Assessments. We will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

Arrangements

- A Fire Risk Assessment has been undertaken which will be reviewed annually and is available from a Director. However, more frequent reviews will occur if there are changes that will impact on its effectiveness. These may include alterations to the premises or new work processes.
- The fire evacuation procedures will be practised at least once every six months and records maintained.
- Training will be provided as necessary to any staff given extra fire safety responsibilities such as Fire Marshals/Wardens,
- It is our policy that selected members of staff will be trained in the use of fire extinguishers.
- All new members of staff, temporary employees and long term visitors will be provided with induction training on how to raise the alarm and the available escape routes.
- Where necessary emergency lighting will be provided to enable all personnel to evacuate safely in times of darkness.
- Emergency lighting will be periodically inspected and tested.
- All escape routes will be clearly signed and kept free from obstructions at all times.
- Appropriate firefighting equipment to be located at convenient and easily accessible points and will be maintained in good working order at all times by approved Contractors appointed by the Company.
- If any employee notices defective or missing equipment, they must report it to a Director or Manager.
- Alarm systems will be tested regularly. Staff and visitors will be told when a test is scheduled.
- Any other safety systems will be checked regularly to ensure correct operation, where necessary.
- Fire doors are clearly marked, free of obstructions and not wedged open.
- Whilst persons are employed on the premises, doors affording a means of exit in the area in which they are, shall not be locked or fastened in such a manner that they cannot immediately be opened other than the front door of the home. Fire plans will be displayed in prominent positions throughout the building.
- The storage of flammable and combustible material must be kept to a minimum and controlled to minimise the risk of a fire,
- The Company will ensure that there are sufficient numbers of Fire Wardens in place who will assist with evacuation.
- All employees know the necessary action to take in the event of fire or evacuation. The Assembly Point is clearly marked at each site.
- The Company will identify and control ignition sources and 'No Smoking' rules must be obeyed.
- The Company will make sure that any risk of arson is minimised i.e. unauthorised access to site.

It is the duty of employees to prevent the spread of fire by:

- Checking equipment prior to use
- Never wedging open fire doors
- Familiarise themselves with procedures for fire evacuation and alarm

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- Report any fire hazards or shortcomings in the fire safety arrangements
- Maintain good standards of housekeeping

9 - Housekeeping

It is the duty of all employees to ensure that good housekeeping practices are adhered to.

This includes the following:

- Portable equipment is put away after use.
- Place waste in bins provided and ensure they are emptied regularly.
- Walkways are kept clear of waste, equipment and stock etc.
- All hoses and cables are routed safely and any walkovers provided are used.
- Keep lids on containers when not in use and return to stores.
- Clear up any spillages using the appropriate materials.
- Maintain a tidy working area.
- Equipment, materials and substances will be stacked and stored safely.

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10 - Environmental Protection 1990

The design specification, installation and control of Company plant and processes shall be regulated to ensure that, as far as reasonably practicable, the generation of emissions into the atmosphere is minimised and that disposal of waste materials shall be organised so as to prevent environmental pollution.

It is the duty of every employee to ensure that plant or processes are operated so as not to give rise to excessive emissions of smoke, dust, fumes and liquids, etc and to report without delay to the Company any undue or accidental emissions in order that remedial action may be taken, It is also the duty of every employee to ensure that no hazardous substances are allowed to enter the drainage system.

11 - Smoking and Vaping Policy

In order to enable employees to work in a smoke-free environment, the Company's business premises are designated "No Smoking". Smoking is prohibited in all areas of the Company's buildings and immediately outside these, as well as designated areas such as by fuel and/or gas cylinder storage areas. This Policy is also applicable to Company or hired vehicles that may be shared or where other employees may be passengers.

The Company's policy on smoking applies not only to employees but also to visitors to the workplace including clients and customers.

The Company has a designated area where employees and visitors may smoke or vape.

Employees that wish to smoke or vape must do so in their own time, either outside their normal hours of work or during their break. They are not permitted to take additional breaks during the day.

Employees will ensure that they are aware of a wide range of regulations and circumstances that require smoking to be banned for a matter of safety i.e. petrol forecourts when refuelling a vehicle or as a matter of hygiene.

Failure to comply with the above rules is a disciplinary offence and will be dealt with in accordance with the Company's disciplinary procedure.

12 - Safety Inspections/Checks

The Company shall arrange such inspections. These will include checks on firefighting equipment, safety guards, plant, equipment, boilers, fuel tanks, electrical services, housekeeping and safety devices, etc. Employees will be requested to carry out varied inspections and checks. All personnel engaged in this will receive training, records will be kept in the Main Office.

13 - Discipline

Employees failing to observe safety rules and procedures are subject to normal disciplinary action.

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14 - Safety Checks

Checks on safety standards are to be made in all areas at regular intervals and reports are kept by management,

Assessments must be carried out and recorded for COSHH Risk and Fire

- MOTs for Company Vehicles
- Fire Alarm
- Emergency Lighting
- Fire Extinguishers
- Fixed and Permanent Electrical Wiring Systems
- Portable Appliance Testing
- Gas Boilers

15 - Vehicle Safety

The Company recognises its duty to ensure all employees and other personnel's safety whilst using vehicles on behalf of the Company and will carry this out to the best of their ability. The company has a framework to manage such road risks, for implementing initiatives to improve safety of journeys carried out by our employees. We will consult regularly with employees about safe journey issues, we will endeavour to keep up to date regarding best practice, road risk management and continually update procedures. Road risks will be recorded, analysed and relevant investigations will be carried out to identify the causes of any near misses, bumps, scrapes and injury crashes resulting from employees driving for the Company.

- Employees must allow plenty of time to leave for all journeys including time for regular breaks.
- Where possible and sensible, employees shall use alternative modes of transport, i.e. train.
- Drivers will not be required to drive when it is unsafe, i.e. they are tired.
- Where necessary for long journeys, suitable overnight accommodation shall be provided at the management's discretion.
- The Company will ensure all employees and contractors, using Company vehicles or vehicles hired for the Company, have their driving ability assessed as well as regular checks on their licences.
- Driver training will be provided for employees whose ability is well below the standard required.
- Regular reviews shall be conducted as to the employee's fitness to drive, i.e. their eyesight is good and they do not drive under the influence of alcohol or drugs.
- Drivers will regularly be informed about Company procedures and safe systems of work in conjunction with road safety,
- It is the duty of every employee who may be authorised to drive any vehicle owned or hired by the Company, to ensure that the vehicle is in a safe condition, the load is secured and the vehicle is not overloaded before starting any journey and to complete any vehicle records that may be required.
- Every driver must be acquainted with such instructions and regulations concerning the safe and correct use of that particular vehicle before starting any journey.
- Where a Company vehicle is allocated for the use of a member or employee whether on a temporary or permanent basis, employees are responsible for ensuring that the vehicle is serviced in accordance with the manufacturer's instructions and maintained in a safe and roadworthy condition. Any major defect or persistent problem must be reported without delay,
- Regular inspections must be carried out before vehicles are used, i.e. Company cars etc.
- This check is detailed on the check sheet and is intended to ensure that a minimum standard road worthiness is maintained.

16 - Contractors, Visitors and Others

The Company will ensure that we engage competent contractors and they are responsible to our Company for their working practices and safety whilst carrying out work. The Company will monitor all Contractors and failure to comply with our Policy for Health and Safety, instructions, site rules and procedures regarding Health and Safety, shall result in the work being stopped until this has been rectified. Repeated non-compliance could result in a termination of their Services, All contractors will be provided with a copy of the safety guidelines for contractors and must sign as received before starting work.

All Contractors working on our premises will ensure the following:

- Provide relevant Risk Assessments and Method Statements which detail the safe working procedures to be followed.
- Liaise with the Company for cooperation and coordination with all those responsible to ensure the Health and Safety of everyone in the workplace.
- Report any accidents or near misses to the Company.
- Provide records of training for personnel.

Visitors

They will register their presence at the door.. All visitors to the Company shall sign in and out of the visitor's book and will be given a safety briefing on arrival.

Temporary Workers

Temporary workers require safety information to enable them to function in a safe environment. It is our policy to provide information for temporary workers and a copy of Appendix C and the Emergency Procedures are to be given to every temporary worker on arrival prior to them taking up work with the Company.

New and Expectant Mothers

If an employee is pregnant and has notified us as such, then the Registered manager will review the current workplace risk assessment which should already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers (for example, from working conditions, manual handling, use of physical, chemical or biological agents), the Company will take into account any written advice by their health professional, i.e. GP/Midwife. Where new hazards have been identified and control measures are required, then the Company will amend the risk assessments and, where necessary, will conduct a specific risk assessment for that employee. Where hazards are identified, we will take action to remove, reduce or control the risk. Where there is any remaining risk and this cannot be reduced to an acceptable level to ensure her Health and Safety and that of her unborn child, then the Company will:

- Temporarily adjust her working conditions and/or hours of work, where this is not possible or feasible
- Offer suitable alternative work at the same rate of pay, where this is not available or feasible
- Suspend her from work on paid leave for as long as necessary to protect her Health and Safety and the unborn child

The Company will regularly monitor the work being undertaken by new and expectant mothers during pregnancy, throughout the development stage and the 6 months after birth, as well as when the mother advises of any changes to her medical condition, as advised to her by the GP or midwife, subsequently they will review the risk assessment and amend as necessary, informing the employee of the findings.

Responsibility for Others including The General Public

It is recognised that there is a duty of care to the general public, the residents and to people other than employees when on the premises or any of our sites.

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Any accident caused to a member of the public which resulted from your operations must be investigated and reported to management and where necessary to the Enforcing Authority.

17 - Advice and Consultancy

The local inspectors are located at:

Health and Safety Executive
Rosebery Court
2nd Floor St Andrew's Business Park
Norwich
Norfolk
NR7 OHS

Tel: 01603 828000
Fax: 01603 828055

Incident Contact Centre
Caerphilly Business Park
Caerphilly
CF83 3GG

Tel: 0845 300 9923

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18 - Training

The Company recognises the importance of training and supervision to ensure a safe, healthy workplace and that safe working practices are observed. This is most likely to be required by new employees, trainees and young persons. When a process is changed significantly or when new machinery or processes are introduced, the Company shall ensure that its employees are led with adequate Health and Safety training and shall take into account their capabilities as regards Health and Safety when entrusting tasks to them.

In order to secure the Health and Safety of all employees, the Company will provide induction training for all new employees which will incorporate an element of Health and Safety training,

Every employee will receive an induction training checklist with their starter pack, which will be given to them by the Manager who will explain all the points on the checklist.

All training will be recorded on the Personal Training File and kept by the Manager. If the employee is relocated to another department, the training file will be transferred to the new department.

New Employees

New employees will upon engagement receive basic induction training which shall include:

- A tour of the premises.
- The Company Health and Safety Policy and the Fire, Risk and COSHH assessments,
- Arrangements for first aid, fire and evacuation.
- Names of personnel responsible for Health and Safety,
- An introduction to work colleagues.
- Training on the safe use of machinery which is appropriate to their employment.
- Use of personal protective equipment.
- Employees responsibilities, including safe working practices, the need to obey company rules, the importance of reporting defects to equipment, as well as accidents or near misses.

New employees will also be given a copy of the Company staff hand book, as well as be informed where to locate copies of our Health and Safety Policy, Fire, Risk and COSHH Assessments.

Additional Training

Additional training will be provided to appropriate employees when:

- There are significant changes of processes.
- There are significant changes of working procedures.
- New risks are identified
- New machinery or equipment is introduced.
- They have transferred to a different area of the workplace or have taken on new or different responsibilities
- Refresher training is required either statutorily or because skills decline through lack of regular use or where management determines the need.

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19 - Welfare Facilities

The Company recognises its duties in connection with the provision of welfare facilities to be provided for employees, this includes readily available sanitary conveniences and washing facilities, which are adequately ventilated and lit, kept in a clean orderly condition, which are inspected regularly to ensure they are well maintained. Separate rooms containing sanitary conveniences are provided for men and women which are clearly marked. The washing facilities provided have clean hot and cold water, as well as hand soap and towels. An adequate supply of wholesome drinking water is readily accessible. The Company will be responsible for the laundering of any work clothing it provides.

20 - Workplace

Workrooms shall have enough space to allow people to get to and from workstations and to move within the room with ease. The Company will ensure that every workplace must, so far as is reasonably practicable, have a supply of fresh air or purified air so as to ensure safety and absence of health risk. Plants used for supply purposes must, where necessary, contain effective devices for giving visible or audible warning of failure.

During working hours, so far as is reasonably practicable, temperature at any indoor place of work must be reasonable, having regard to the purpose of the workplace. For every place of work outdoors, the Company must, where necessary provide protection from adverse weather.

Suitable and sufficient lighting shall be provided. In the case of artificial lighting where there would be a risk to a person's health or safety from failure of primary artificial lighting, suitable and sufficient secondary lighting must be provided.

All workstations shall be arranged so that each task can be carried out safely and comfortably and suit the needs of the individual employee including any employees with disabilities. Suitable seating shall be provided where the task can or must be done sitting down.

The Company shall ensure fixed heating systems are maintained in such a way that the products of combustion do not enter the workplace. Any heater which provides heat by combustion should have a sufficient air supply to ensure complete combustion.

Where changes in level occur, such as a step between floors and which is not obvious, they shall be conspicuously marked.

Windows, Skylights and Ventilation that are capable of being opened, closed or adjusted shall not put anyone at risk or be positioned as such to expose any person in the workplace at risk, including when being cleaned.

20 - Traffic Routes and Walkways

All employees who drive any vehicles on behalf of the Company must be aware of the vehicle routes within the Company premises.

Adequate signage, lighting and "obscure" mirrors may be provided where necessary and will be maintained and serviced to ensure that they remain in a suitable condition,

Both vehicle operators and pedestrians have a responsibility to act safely at all times.

Only authorised personnel are permitted to use Company vehicles.

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22 - Signs

The Company will ensure that where certain hazards are identified from our work activities, suitable signs, which will be pictogram, warning, mandatory, prohibition, fire safety or equipment signs will be clearly displayed in various locations, so they are understood by all of our employees, contractors and visitors, who will obey them at all times.

23 - New Hazards

Before any new plant or process is introduced, it is to be fully investigated by the management to ensure that any hazards are adequately guarded against. Specialist advice will be obtained when necessary.

Specific work instructions, hazard sheets and manufacturers guidance for individual tasks will be readily available.

24 - Safe Systems of Work

Procedures essential to safe working on machinery, electricity, pipework systems, shall specify: isolation of power circuits and control valves via personnel tagging system, lock off tag system devices shall be used where practicable.

25 - Permit-To-Work

The Company has in place this system to control potentially hazardous work, i.e. working in confined space, to ensure that the work is carried out safely and there are clear lines of communication between site/installation management Operators and those involved in the work. The key features of our permit-to-work systems include the following:

- Clear identification of the nominated persons who authorise particular jobs (and any limits to their authority) and who is responsible for specifying the necessary precautions;
- The Training and instruction in the issue, use and closure of permits
- Monitoring and auditing to ensure that the system works as intended
- Clear identification of the types of work considered hazardous
- Clear and standardised identification of tasks required to be under a Permit to Work and Risk Assessments
- Duration and supplemental or simultaneous activity and control measures.

The responsible persons for issuing these are the Directors.

26 - Drugs and Alcohol

It is the responsibility of each employee to report to the Company the taking of any medication which may affect their ability to work safely,

Medication for hay fever or pain can cause drowsiness and loss of concentration which could result in a serious injury.

It is the responsibility of the Company/Management to be vigilant to the abuse of drugs or substances such as solvents (glue sniffing can result in a serious injury at work).

The Company will not tolerate the consumption of alcohol whilst on duty by any employee. Any employee found to be drinking alcohol or intoxicated while on duty will be subject to the Company's Disciplinary Procedure.

27 - Design for Health

It is the responsibility of the Company to provide:

- Seats and work benches at a sensible height and lifting aids to reduce back injuries.
- Seats of suitable design for the user with a backrest supporting the small of the back, where appropriate.
- Machine controls and instruments designed and arranged for best control and posture.
- Adequate space for easy movement and safe machine adjustment.
- No tripping hazards, i.e. trailing wires or hoses.
- Handrails and guardrails where people might fall.
- No glass except 'Safety Glass' in spring doors and on busy gangways.
- Furniture placed so that sharp corners do not present a hazard to passers-by.

28 - Electrical Equipment

Periodical checks of electrical installations and equipment are carried out by nominated and approved contractors.

All employees and other users are to check equipment prior to use. If any defects are subsequently found, these are to be reported to the relevant personnel.

- Fixed and permanent electrical wiring systems shall be checked regularly every 3/5 years.
- Portable electrical appliances to be checked annually or as required to comply with Electricity at Work Regulations 1989.

Only equipment which complies fully with the requirements of the Electricity at Work Regulations 1989 will be permitted to be used by the Company's employees.

Any equipment for use in areas with potentially explosive atmospheres will be maintained in accordance with British Standard 5345.

Employees shall not bring any electrical equipment on to our premises or to site unless authorised by Management, and it shall be inspected and tested by our contractors prior to use

When Residual Current Devices (RCDs) are used they will be tested regularly by operating the test button, before the equipment to which they are connected is operated. They should normally be tested at least daily or, if used less than once a day, every time they are used.

29 - Harassment and Violence

Harassment and violence as unacceptable behaviour by one or more individuals that can take many different forms, some of which may be more easily identifiable than others. Harassment occurs when someone is repeatedly and deliberately abused, threatened and/or humiliated in circumstances relating to work. Violence occurs when one or more workers or Manager is assaulted in circumstances relating to work. Both may be carried out by one or more Manager, Worker, Service User or Member of the Public with the purpose or effect of violating a Manager's or Worker's dignity, affecting their health and/or creating a hostile work environment.

The Company will:

- Provide a clear statement to staff and service users that harassment and violence will not be tolerated and will be treated as disciplinary offences, together with information on how to report harassment and violence.
- Be clear what constitutes unacceptable behaviour on the part of Managers/other Workers, as well as Service Users or Members of the Public.
- Provide a statement of their overall approach to preventing and dealing with the risks of harassment and violence, including training.
- Provide information to employees on relevant legislation applicable to them/their responsibilities within the workplace.
- Advise that the victim(s) keep a diary of all incidents (and possible witnesses) and copies of anything that is relevant.
- Provide a statement that all complaints should be backed up by detailed information;
- Make clear that all parties involved will receive an impartial hearing and fair treatment and that the dignity and privacy of all will be protected, i.e. no information will be shared to parties not involved in the case.
- Make clear that false (i.e. malicious) accusations will not be tolerated and may result in disciplinary action.
- Make clear what support is available to the victim(s) (including with reintegration if necessary)
- Include information as to how the policy is to be implemented, reviewed and monitored.
- Where necessary, the Company will seek qualified advice from external parties/agencies or advisers on their policies and procedures.

30 - Working at Heights

The Company will comply with all relevant statutory requirements, i.e. Working at Height Regulations and will ensure that all employees and the public are protected when working at height procedures are taking place, special regard shall be taken to avoid damage to property and injury to persons.

The Company shall assess all tasks which involve working at height and where reasonably practicable shall avoid the need to work at height. Where work at height cannot be easily avoided, then the Company will prevent falls using either an existing place of work that is already safe or the right type of equipment, and minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated

The following criteria shall be adopted whilst working at height:

- Risk Assessments are completed for all working at height tasks.
- All tasks involved with working at height will be planned and organised.
- The Company shall take into account weather conditions, so as not to put personnel at risk.
- All employees working at height shall be trained and competent.
- Work equipment shall be regularly inspected and records kept.
- The Company shall ensure all work at height is carried out in a safe manner.
- The Company shall ensure where there is a risk of materials falling, this is adequately controlled.
- Where personnel are working near or on fragile materials and there is a risk of falling through this material, the work shall be adequately controlled.

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Ladders

These shall be used for a short duration work as well as a means of access, where it is not reasonably practicable to use safer equipment, i.e. tower scaffolds etc, or as a means of access where it is not reasonably practicable to install a permanent staircase. Where these are used the Company shall ensure they are a suitable type for the work.

The Company will ensure the following in connection with the use of ladders.

Folding Step Ladders to:

- Be visually inspected prior to use.
- Be of adequate strength for the purpose used and properly maintained.
- Have a firm and level footing when standing on loose materials.
- Check all four feet are in contact with the ground.
- Steps to be fully opened and stable prior to use, that any locking devices are engaged.
- Only use steps for their intended purpose, avoid work that imposes side loadings where this cannot be achieved prevent the steps from tipping over by tying or use a more suitable type of access equipment.
- Do not overload steps, do not stand on the top 3 rungs including the step forming the very top of the stepladder unless there is a suitable handhold.
- Keep duration of use to a maximum of 30 minutes.
- Keep a safety zone around the area of use, if necessary, erect barriers
- Maintain 3 points of contact at the working position.

Ladders to;

- Be checked by the user prior to use.
- Have no rungs missing and have all rungs properly fixed to stiles.
- Be stood on a firm level footing, not on loose materials. Be equally supported in each stile when not in use. Preferably be secured near its upper and lower end and if impracticable to secure it, the ladder must be prevented from slipping when in use by a person positioned at the foot of the ladder. Be secured as necessary to prevent from slipping either outwards or sideways, if this cannot be achieved use a proprietary stability device provided.
- Be used only if there is sufficient space at each rung to provide a foothold.
- All ladders not capable of repair shall be destroyed and a suitable replacement provided.
- Shall not be painted.
- Refer to the Risk Assessment for Working at Heights.
- Use only for short durations; less than 30 minutes,
- Always stay within the stiles of the ladder, grip the ladder and face the ladder rungs while climbing or descending - don't slide down the stiles
- Maintain three-point contact with the ladder where you cannot maintain a handhold, other than for a brief period (e.g. to hold a nail while starting to knock it in, starting a screw etc.), you will need to take other measures to prevent a fall or reduce the consequences if one happened,
- Do not overload the ladder.
- Check the pictogram or label on the ladder for information
- Do not work within 10 metres horizontally of any overhead power line unless it has been made dead or is protected with insulation, use a non-conductive ladder i.e. fibreglass for electrical work Set the ladder at 75° or 4 to 1 ratio.
- Do not throw tools or objects down to ground level from the ladder.
- Do not use the top three rungs of a ladder.
- Do not use them in strong or gusting winds.
- Do not rest ladders against weak upper surfaces (e.g. glazing or plastic gutters).
- Do not stand ladders on moveable objects such as pallets, bricks forklifts, excavator buckets, mobile elevated work platforms of vans etc.
- Use effective spreader bars or effective stand-offs where necessary.

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- Ladders used for access should project at least 1 metre above the landing point, they should be tied to provide a secure handhold.

All ladders will be inspected and examined regularly and the finding of this examination will be recorded. Ladders shall be identified with a reference number and used in conjunction with the Ladder Register, any new ladders or step ladders purchased will be of EN131 professional standard and we will ensure they will come with the correct instruction manual and stickers.

Working at Height Emergencies

Emergency call out operations may occur, only the Company's competent trained person will carry out the task. Whilst the nature of the work may seem to require immediate attention, the Company will ensure that safety is not compromised. On arrival to the site of the emergency, the employee who is in attendance shall assess the situation and nature of the work and confirm with management the agreed safe method of work to ensure suitable plant, equipment, any other safety systems or devices are used to maintain their safety as well as anyone else's and that the Company is compliant with all Statutory Regulations, i.e. Working at Height, at all times and personnel will not take any unnecessary risks.

The Company will ensure that all employees and the public are protected when working at height procedures are taking place, special regard shall be taken to avoid damage to property and injury to persons. The Company complies with all relevant statutory requirements i.e. Working at Height Regulations,

Documentation

For all the working at height tasks in addition to the risk assessments, a method statement will be compiled prior to the work starting; both documents will be read and understood by all persons engaged in and/or supervising the work, and a signature will be obtained to confirm this. Permits to Work will be issued where necessary to Contractors by a Manager.

31 - Risk Assessments

The Company will ensure the relevant Risk Assessments have been compiled, where there is a risk of injury and or ill health to our employees and any other persons who could be affected by our work activities, this also includes Contractors, The General Public and Temporary Staff engaged for specific work. The findings will be brought to the attention of our employees and any other relevant persons, by our Directors and Managers. Outside assistance may be obtained to assist with these, our employees have a duty to read and adhere to all the control measures we introduce to protect them or anyone else.

The general procedure for Risk Assessment is:

- Identify the hazards and activities
- Assess the risks i.e. what is the nature and extent of the risk?
- Identify existing control measures and consider whether existing precautions are adequate
- Consider whether there is full compliance with the law
- Consider whether any further precautions are required
- Record the findings and ensure arrangements are implemented if necessary

Copies of the Risk Assessments are available from the Main Office. Health and Safety legislation impose a statutory duty upon the Company to make suitable and sufficient assessments of the degree of risk associated with our employees work. An example of regulations requiring assessments to be completed include:

- The Workplace (Health, Safety and Welfare) Regulations.
- The Management of Health and Safety at Work Regulations,
- Electricity at Work Regulations.
- The Personal Protective Equipment Regulations.

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- The Manual Handling Regulations.
- The Display Screen Equipment Regulations.
- The Control of Substances Hazardous to Health Regulations,
- The Provision and Use of Work Equipment Regulations.
- The Control of Noise at Work Regulations. Lifting Operations and Lifting Equipment Regulation.
- The Control of Asbestos Regulation.
- Working at Height Regulations.
- Dangerous Substances and Explosive Atmospheres Regulations.
- Ionising Radiation Regulations
- Pressure System Safety Regulations
- Control of Vibration of Work Regulations.
- The Workplace (Health, Safety and Welfare) Regulations
- The Regulatory Reform (Fire Safety) Order

The above is merely a guide for reference purposes.

Should an employee at any time identify any activity for which they have not seen an assessment for, they must report it immediately to a Director, so where necessary an assessment can be completed.

A review and amendment of the Risk Assessments shall be carried out if they are no longer valid or if there has been any significant change. This may include changes in personnel, new equipment, changes in working conditions, processes, or after an accident or near miss. It is the responsibility of the Directors to bring all findings to the attention of the relevant personnel.

32 - Personal Protective Equipment (PPE)

PPE will be issued on a personal basis, suitable for the individual and the task to be carried out, if in doubt see the specific Risk and COSHH Assessments for details of PPE required. A record of PPE issued to be kept. whilst the Company provides PPE at no charge to employees, we expect employees to maintain it and when not in use, that it is stored correctly i.e. not left lying on work benches etc. employees will not draw, paint or place any unauthorised stickers or deface any PPE provided. Employees must inspect PPE prior to use and any defective PPE shall be replaced immediately, this can be obtained from the Stores. The Company will display the necessary significant signs/notices in relation to the work being carried out in that area. Any visitors will also be required to wear necessary PPE, when in a specific location, will be advised by their host, i.e. hearing protection in the hearing protection Zones. The Company will provide somewhere to dry any PPE, as well as a means to clean and disinfect this where necessary

33 - Manual Handling

The Directors are responsible for the carrying out of an assessment of any manual handling operations.

The assessment will take account of:

- The tasks The loads
- The working environment Individual capability
- Any other relevant factors

Appropriate steps will be taken by the Directors to reduce the risk of injury to those employees carrying out manual handling operations to the lowest level practicable.

The Directors shall ensure manual handling activities are avoided where reasonably practicable.

The Company will ensure that employees are provided with the weight and centre of gravity of any load where appropriate.

All employees will receive training in manual handling activities.

Employees will carry out manual handling tasks in a safe manner; they will not lift beyond their own capabilities and shall use any equipment provided. They will comply with any work instructions or Risk Assessments in relation to manual handling.

34 - Visual Display Unit (VDU)

The Company will assess work stations and ensure that equipment and furniture is suitable and commensurate with good practice. Any individual who experiences excessive tiredness or eye strain after working with VDUs should report the matter to a Director or their Manager,

The Company will authorise payment to employees for eye tests and a contribution towards any corrective spectacles, if found necessary, in accordance with the requirements of current legislation and Company procedures.

35 - Dangerous/Hazardous Substances in the Workplace

All processes shall be kept under constant review to ensure that they are not being operated at levels likely to cause health hazards to employees and/or the general public. This will apply especially to new processes or changes in existing processes when a careful check shall be made. Whenever there is an element of doubt, it is the duty of the Company to obtain specialist advice, i.e. the Health and Safety Advisor. The Directors will ensure all substances which may be hazardous to health have had a COSHH Assessment carried out, and all users informed of the findings, records of these are maintained and kept in the Main Office. Employees are to refer to the COSHH assessments prior to using a dangerous substance and adhere to the guidance within. If an employee considers using a substance which may be harmful and cannot locate the COSHH Assessment, then they do not use the substance and they shall contact their Manager who will ensure this is addressed. The Company will ensure Health and Safety data sheets and COSHH assessments are available for perusal.

The Company will ensure where possible to:

- Find safer alternatives i.e. eliminate its use or substitute it for something less hazardous, where possible.
- Control the risk at source.
- Select safer working methods.
- Maintain good housekeeping standards.
- Provide suitable training to all personnel who may come into contact with these substances,
- Issue suitable Personal Protective Equipment and ensure it is inspected, tested and replaced in accordance with the manufacturer's guidance.
- Provide Health Surveillance.

Labelling

Containers will be clearly labelled with their contents. Packaging and labelling should comply with the Classification Labelling and Packaging of Substances and Mixtures Regulation. All damaged labels will be replaced and personnel will not decant substances into unsuitable or unlabelled containers.

Storage

Storage of substances will be in accordance with manufacturer's guidance, any such areas will be clearly marked, made secure and accessible only by authorised employees,

All employees shall be fully informed, instructed and trained in the risks when handling substances and the necessary safeguards prior to using, handling or storing hazardous substances such as:

- Mastics
- Industrial Solvents
- Adhesive
- Cleaning Chemicals etc.

After use all hazardous substances (including cleaning chemicals) must be securely stored in the designated COSHH cupboard, at Banks House this is located under the stairs and is locked using a keypad lock.

Personal Hygiene

Employees must maintain standards relating to personal hygiene bearing in mind their contact with various substances during a normal working day and will remove any contaminated clothing.

Spillage and Disposal of Waste

Any spillage will be quickly cleared away using a safe method with the spill kits provided.

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The manufacturer's instructions concerning disposal of containers and materials are to be followed. Certain types of dangerous waste are defined as "Hazardous waste", if any of these are being removed from site the Company will ensure their safe carriage via a registered waste contractor and the Company will maintain records of this.

Fumes, Vapour, Mists, Gas and Dusts

The accumulation of fumes, vapours, mists, gases or dust in the working environment can be minimised by effective ventilation. If it is necessary for employees to work in a dusty environment, protective clothing and equipment will be provided which will include the relevant respiratory protective equipment that will control the exposure to below the workplace exposure limit after engineering methods have been tried at source.

Fluids Pressure Systems Under Pressure

The Company has all records of statutory inspections, maintenance and work procedures for reference.

Material Safety Data Sheets

These are available in the Main Office, all trade customers will be provided with a copy when they first purchase this or if there are any changes and any time they may request this.

Legionella

The Company has carried out an assessment of the water systems on site in relation to Legionella to determine if conditions on this site will encourage the bacteria to multiply and if there are susceptible people at risk, this includes a written scheme for preventing or controlling the risk. We have appointed a competent person with sufficient authority and knowledge of the installation to help take the measures needed for Compliance. The Assessment is kept in the Main Office.

36 - Other Important Hazards

Boilers

The responsible person is to ensure that any boilers within his control are serviced in accordance with current regulations.

Any manufacturers' instructions on how to operate boilers and associated plants safely will be made conveniently available to attendants (e.g. by attaching copies to the plant itself). Instructions and training should cover both normal operating conditions, and action necessary in the event of an emergency or breakdown.

Where pipework associated with boilers and similar plants will become hot enough to cause injury, it will be adequately lagged.

Suitable precautions will be taken where employees must enter confined spaces for maintenance or other work.

Maintenance

Engineering procedures are in place to control hazards. Work and maintenance procedures are available from management.

Pest Control

The Company recognises that there are situations which are foreseeable where pests may pose a significant health risk and suitable measures will be in place which will include:

- Assessing the risks and identifying suitable control measures.
- Monitoring our control measures to ensure they are effective.
- Engage where necessary a competent pest control contractor who will advise us.

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- Informing the relevant personnel of the above.

Leptospirosis

Due to the nature of our business, employees may be at risk from Leptospirosis, and the Company will ensure their safety by having the following measures in place:

- Personnel are to be trained
- The Company will identify the tasks that poses an increased risk of contracting the disease
- Assessing the risk, introducing suitable control measures, which will be enforced and monitored
- Providing suitable washing facilities
- Ensuring our employees are not exposed to unnecessary risks
- Providing suitable PPE and leptospirosis cards

Biological Hazards

Sharps (Needle and syringes)

When clearing work areas, be aware of sharps i.e, in false ceilings, above doors and in wall voids.

Employees are to be made aware of and will receive appropriate training in the management of sharps within the Company,

The safety procedure is the minimum acceptable level that is to be followed:

- Always wear gloves when investigating compartments or areas and carry out an initial visual inspection using a torch if necessary
- Carefully investigate suspect rubbish before touching. Do not move hands along objects
- Rubbish containing sharps should not be handled
- Seek immediate medical advice if cut or injected

37 - Documentation

The following documents and information is held at the Main Office and are available for scrutiny at all times:

General Statements on Health and Safety Policy and organisational structure.

- Safety rules and training programmes, First Aid arrangements, etc.
- Statutory regulations affecting the site and any other machinery in use by the Company.
- General fire procedures.
- Procedures and forms in section 6 and 7 of this manual,

Accident Book

Record of accident documentation.

Social Security, Enforcing Authorities, Insurance Company.

Safety Control:

External:

- General Certificate of Insurance.
- Records for Electrical Equipment both fixed and portable, to comply with the Electricity at Work Regulations.
- Fire detection and firefighting equipment.

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Internal:

- Record of all persons completing official safety courses, i.e. Health and Safety Courses.
- Records of results of regular checks on noise, fire drills and general safety etc.
- Record of all issues, purchases, replacements and repair of all Personal Protective Clothing and Equipment
- Record of substances pertaining to the Control of Substances Hazardous to Health 2002.
- Accident Records.
- Maintenance Records of all Equipment.
- Risk Assessments.

38 - Monitoring and Review

The Company is fully committed to a system of safety inspections, monitoring, reviews and audits.

The overall responsibility for monitoring the effectiveness of this Health and Safety Policy is with the Directors. They will ensure the policy is being adhered to by all operatives and also by operatives of any subcontractors used. This is done via tool-box talks and also regular inspections of workplaces and work equipment etc.

A formal recorded system of inspection, monitoring and review, is established to enable all tiers of management to assess control measures and identify problem areas.

These include regular inspection reports completed by the Directors or Managers.

These arrangements are supplemented by independent inspections by the Safety Consultants (Milne). The Directors will review these reports and take subsequent corrective actions.

As part of a continuous improvement programme, regular meetings will be held by the Directors to assess performance and set objectives.

The policy is reviewed annually by the Directors or Managers and in conjunction with their Health and Safety Advisor.

A review of this policy may occur if there are changes in relevant Health and Safety legislation, or following an accident or incident, or simply to reflect changes in industry best practices.