



Health & Safety

Procedures



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HEALTH AND SAFETY PROCEDURES

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GENERAL SAFETY RULES

Safety is the responsibility of everyone. Directors, Managers, Foremen and employees have a responsibility in making their place of employment a safe place to work. Follow the proper safety rules and common sense practices at all times.

1. Help prevent accidents and injury before they occur. Stay alert at all times. Watch for situations that may cause or lead to accident and injury to yourself and others in the vicinity.
2. Report all unsafe conditions, tools, equipment and practices to your Supervisor so that any dangerous condition can be corrected before it can cause an accident.
3. Practical jokes, horseplay, drinking of alcoholic beverages, firearms, fighting or the use of drugs are prohibited on site.
4. No one will remove, displace, damage or destroy any safety equipment furnished for use on the job, nor interfere with its use.
5. Permit-to-work procedures will be strictly enforced.
6. Adequate toilet facilities are provided. Keep them clean and tidy. Do not use any other area.
7. Personal Protective Equipment should fit properly and be in good condition, all employees must use any Personal Protective Equipment provided for their use.
8. Walk on the left-hand side of walkways, aisles and stairways unless specific site rules require alternative methods.
9. Do not run except in extreme emergencies. Watch where you walk and keep alert to movement of equipment and other persons around you. Use the handrail when on stairways.
10. Drive within the limits of all posted and known traffic regulations.
11. Riding of site and plant equipment as a passenger is unsafe, unlawful and prohibited.
12. All employees shall maintain an orderly work area by good material control and clean-up.
13. Only authorised personnel are allowed to operate vehicles, equipment and power tools.

14. All employees should inspect their work areas at the end of every shift/working day to ensure that the machines are shut off where applicable, and that no fire or fire sources are left. Air, water and electric power shall be cut off at the mains unless otherwise instructed.
15. Only approved solvents shall be used for cleaning.
16. All materials are to be stored in such a manner as to eliminate hazards.
17. No employee is permitted to work on a fragile roof unless provided with crawling boards or other safeguard.
18. No person is allowed to pass or stand under loads handled by power operated equipment. All operators who work with or within the vicinity of overhead power operated equipment must wear the appropriate Personal Protective Equipment (PPE).
19. Be sure you know what to do in the event of an emergency.
20. Get to know your First Aider and Safety Representative.

EMERGENCY SERVICES

EMERGENCY CONTACT

Dialling 999 is free.

To dial in darkness it will help if you know where the hole or button is on your telephone. Remembering where it is and practising finding it with your eyes closed could make an enormous difference in a real emergency.

In case of fire: get out, get the fire brigade, stay out

SOS Emergency Calls:

Dial 999 or the emergency number shown on the number label

Tell the operator which service you require

Give the telephone number shown on the phone

Wait for the Emergency Service to answer

Give the address where help is needed

Give any other necessary information

Inform Reception immediately of any emergency call made

FIRE/EMERGENCY PROCEDURES

Fire extinguishers should:-

- Be easily accessible and free from obstruction.
- Date of last inspection to be clearly marked.

Fire exits:-

- Means of escape must be kept free from obstruction.
- Exit doors must be capable of being opened from the inside.
- All fire exits must be conspicuously marked.
- Work areas should be arranged so as to allow a free means of escape.

Emergency Procedure

- Workers should know emergency procedures and how to use extinguishers.
- Clearly visible notices should explain procedures.

Alarm Systems

An audible fire warning system must be installed, maintained, tested and examined at least every three months.

The Contracts Manager **must** be informed prior to a Fire Alarm Test being carried out.

Fire Certificate

Required for all factory, office or shop premises in which more than 20 people are employed, or in which more than 10 people are employed elsewhere than on the ground floor.

All employees should be familiar with means of escape and the procedures to be followed.

Fire Warden

Should be trained in the use of fire extinguishers and emergency procedures.
Should check their department daily as per the safety checklist.

For further information/advice contact: The Contracts Manager

HOUSEKEEPING

Poor housekeeping is a common cause of accidents and fire in the workplace. There are three basic precautions to prevent poor housekeeping standards:

1. Ensure that articles and substances are returned to designated locations after use.
2. Remove waste materials on a daily basis, or more frequently as necessary.
3. Report any problems which cannot be easily rectified, following daily inspection/weekly safety walk.

Inspection of the workplace

Workplace inspections to be carried out weekly by designated personnel to identify areas where standards require improvement and record on.

For further information/advice contact: David Young (028 867 36125)
Mob: 07515068215

VISITORS

The Company accepts its responsibility to ensure the health and safety of all personnel who come directly or indirectly into contact with this organisation or the consequences of our activities. The Company has devised the following arrangements to enable this responsibility to be effectively implemented under the duty of care: -

Visits to the sites will be conducted by an authorised person who will be required to register/sign-in at all sites and liaise with local management.

Reception will be notified of planned visits by sponsors or visitors.

All groups of visitors can be signed in by a representative of the company, on arrival on site.

Information and Communication

Any special arrangements required by the visitor(s) must be ascertained, where practicable, before arrival. This may include bringing vehicles or other machinery or substances onto site, or providing facilities for disabled persons or those with language difficulties.

Upon arrival the visitor(s) must complete required details in the register/visitors' book. Visitors must be informed of the risks to which they may be exposed whilst on site and of the emergency arrangements, including the location of assembly points. Visitors must sign out before leaving the premises and company property must be returned. Any problems encountered by visitors, or by employees with regard to visitors, should be reported to a responsible person so that corrective action can be taken.

Supervision

Adequate supervision must be maintained whilst the visitor is on site. This includes ensuring the safe handling, transport and use of any articles and substances. Supervision must also be adequate to prevent the visitor from straying into hazardous areas and exposing him or herself to danger. Details regarding arrangements for these, where applicable, must be ascertained and approved before entry is permitted. No children may enter the premises without prior knowledge and approval from an authorised person, and must be accompanied by a responsible person at all times.

Security arrangements and high risk areas

Security arrangements must be adhered to when visitors enter the building. Particular care must be taken of visitors entering areas of higher risk and all systems of work which are in operation must be fully complied with. Where a visitor is required to enter an area where limitation of access arrangements apply, access must be authorised and monitored by a responsible person. All hazardous areas must be suitably controlled by locking or guarding at all times, so as to prevent unauthorised personnel from gaining access. Particular consideration to security must be made when the premises are unoccupied. Warning signs which comply with BS 5378 *Safety signs and colours* must be clearly displayed where hazards are present.

Personal protective equipment

Visitors will be required to use any personal protective equipment issued that is necessary to safeguard their health and safety.

Emergency procedures

Full details of emergency procedures must be clearly indicated to visitors before entering the premises. Where an emergency arises, measures must be taken by a responsible person to ensure that visitors are accompanied to a place of safety and that they comply with Company procedures. Visitors must be accounted for during emergencies and evacuation drills.

Accidents

Accidents and near-miss incidents which occur to visitors must be reported and followed up, in accordance with the Company accident reporting policy. Whilst the employer of a visitor (where applicable) is responsible for first aid provision, our policy is to allow visitors the same access for first aid as our own employees.

Where an incident results in a visitor's admittance to hospital, he or she must be accompanied by a responsible person. Records of follow-up action and any subsequent communication between the visitor and the Company must be kept.

Duties of Managers

Managers have overall responsibility for visitors who enter their areas of authority. It is a management responsibility to ensure that this policy is fully complied with and that any problems have been adequately resolved at the earliest opportunity and before visitors are permitted to proceed with their intended activity.

Duties of employees

Employees must take responsibility for visitors in their care and should ensure that the requirements of this policy are adhered to at all times. Additional care and attention must be taken where children and disabled visitors enter the premises. Employees are responsible for making safe any plant and equipment with which they have been working.

For further information/advice contact:- The Contracts Manager

HANDLING AND DISPOSAL PROCEDURES FOR ASBESTOS

1. Information

The main hazard with asbestos is the dust. If magnified, the dust particles are like harpoons with barbs. Once into the lung they attach themselves to the inner wall, never to move again. They will eventually reduce the operation of the lung causing "Asbestosis or Mesothelioma" (Lung Cancer) often taking 20 years to appear.

There is no cure and no way of removing the dust once it is inside!!

There are three types of asbestos:-

1. WHITE - CRYSTOTILE

Commonly mixed with cement to make board, the least harmful type and the one which is likely to be used for soffits, corrugated roofing, panelling, guttering and rain-water down pipes.

- 2. BLUE - CROCIDOLITE Normally used for pipe lagging
- 3. BROWN - AMOSITE Normally used for pipe lagging

Only the White Crystotile can be handled by building service personnel. If you have any reason to suspect that the material could be Blue or Brown Asbestos, then it must not be touched under any circumstances.

An approved licensed asbestos removal company must be contacted to do the work.

2. Removal Procedure

The stores hold supplies of the correct grade of Personal Protective Equipment and plastic sacks with the correct warning printed on the sacks.

All sacks should be taken to the designated area where a special skip is situated to receive asbestos waste. The sacks must be placed in the skip and the lid of the skip closed.

It is most important that personal hygiene practices are performed by washing the face and hands as soon as the task is complete or when taking a rest break.

Should you experience any problems in respect of the correct working procedures, then contact your Manager/Supervisor immediately, before commencing work, see also the accompanying guidance notes on the following pages.

For further information/advice contact: The Contracts Manager

Reference: The Control of Asbestos at Work Regulations

ASBESTOS REMOVAL

Should it be envisaged that asbestos is present during a task, specific procedures must be in place for the removal of asbestos.

Always ascertain if asbestos is actually present and in what form, lagging/packing, sheet, asbestos cement sheeting, some early "Artex" had a percentage of asbestos in them.

Should asbestos be found to be present, a plan of the job must be carried out prior to the commencement of the work and relevant records kept. The HSE must be informed at least 14 days prior to the work commencing.

- a) Prepare a method statement for the task, itemising all procedures of work, what plant, equipment and tools are to be used and services required.
- b)
 - i. Isolation of areas of work.
 - ii. Isolation of any services.
 - iii. Duration of isolation of area.
- c) Procedures for controlling dust and asbestos, "H" type vacuums should be used.
Procedures for bagging up, labelling and storing asbestos until it is taken off site.
Specific details of disposing asbestos with name of responsible person who is in control of removal procedure.
- d) Details of any personal protective equipment including personal respiratory equipment required.
- e) Details of personal hygiene methods and to reduce the risk of contamination.
- f) Details appertaining to the control of work and non-work wear (clothing).
- g) Details of any air monitoring required.
- h) A Risk Assessment of the complete task.
- i) Details of any health surveillance and records kept (40 years).
- j) Details of any accidents including RIDDOR '95 (F2508 and F2508A).
- k) Details of how it can be demonstrated that individuals working with asbestos are deemed competent.
- l) Details of information, instruction, training and supervision will be provided.
- m) Details of the procedure to comply with Health and Safety at Work Act 1974 Section 2(2)(c) and Section 3.

NOTE

All contractors undertaking work with asbestos should be licensed by the Health and Safety Executive (HSE), The Asbestos (Licensing) Regulations 1983, and registered with the Asbestos Removal Contractors Association (ARCA).

DOCUMENTATION REQUIRED

Asbestos exposure assessment.

Asbestos plan of work.

Information, instruction, supervision and training of employees.

Maintenance records of all engineering controls and PPE/clothing including RPE (keep records for 5 years).

Air monitoring records (keep records for 5 years).

Associated medical surveillance records (keep records for 40 years).

Details of asbestos waste disposal records to comply with Duty of Care for waste management.

LEV Records (keep records for 5 years).

RIDDOR 1995 F2508 and F2508A.

LEGISLATION COVERING ASBESTOS REMOVAL

1. The Asbestos (Licensing) Regulations.
2. The Asbestos (Licensing) (Amended) Regulations.
3. The Control of Asbestos at Work Regulations.
4. The Control of Asbestos at Work (amended) Regulations.
5. RIDDOR.
6. The Asbestos (Prohibitions) Regulations.
7. The COSHH Regulations.
8. The Control of Asbestos in the Air Regulations.

Plus any work related regulations, such as, Health and Safety at Work Act, Management of Health and Safety at Work Regulations, Personal Protective Equipment Regulations, Manual Handling Operations Regulations, etc.

Where asbestos “work” includes working with insulation or coatings a license must be obtained from the HSE and employees must undergo statutory medical examinations.

(HSP5)

ACCIDENT REPORTING/INVESTIGATING PROCEDURE

Accidents to employees, self-employed persons or visitors to the premises must be recorded in the Accident Book.

Accidents, whether to people or property are disruptive, costly and usually avoidable and they do nothing to improve efficiency or morale.

Our accident reporting system will seek to obtain the maximum amount of information concerning actual accidents and NEAR-MISS incidents occurring in the Company.

Three distinct reasons for reporting accidents:-

- 1 To prevent a recurrence. by taking appropriate remedial action.
- 2 To comply with legal requirements (RIDDOR).
- 3 To provide statistical information for trend analysis.

NEAR-MISS Accident form enclosed (Form HSF2).

If the accident causes the person to be off work for three days or more, The Contracts Manager must be informed, he will inform the Health and Safety Executive and then submit a completed F2508 form.

The Health and Safety Executive should be informed by The Contracts Manager of serious or major accidents by telephone the same day.

Major injury defined as follows:-

- (a) Fracture of the skull, spine, pelvis or chest.
- (b) Fracture of any bone in the arm, wrist, leg or ankle.
- (c) Amputation of a hand, foot, finger, thumb or toe, or any part thereof.
- (d) Loss of sight of any eye, a penetrating injury to an eye or a chemical or hot metal burn to an eye.
- (e) Injury (including burns) requiring immediate medical treatment or loss of consciousness, resulting from an electric shock.
- (f) Loss of consciousness resulting from lack of oxygen.
- (g) Either acute illness requiring treatment, or loss of consciousness, resulting from absorption of any substance by inhalation.
- (h) Acute illness requiring medical treatment resulting from exposure to a pathogen or infected material.
- (i) Any other injury which results in admission into hospital for more than 24 hours.
- (j) Explosions.
- (k) Electric Shocks.
- (l) Dangerous Occurrences.

Check-list **ALL ACCIDENTS MUST BE ENTERED IN THE ACCIDENT BOOK**

Investigations

All accidents reported to The Contracts Manager will be investigated fully and promptly.

Managers when investigating should:-

- Establish facts, must include time and date.
- Establish environment (and weather conditions, if outside).
- Check plant and equipment involved.
- Interview witnesses and take signed statements, no matter how brief.
- Consider working procedures, knowledge, training and supervision.
- Identify causes of accidents or injuries.
- Use sketch plans, photographs, diagrams, when reporting.
- Retain any equipment or other evidence that may indicate the cause of an accident.
- Consider whether there have been any deviations from reasonably expected or laid down practice.
- Copy of complete data will be sent by the Supervisor to The Contracts Manager.

Enforcement and Fines

The Health and Safety Executive and Environmental Health Authorities are empowered to enforce legislation.

Inspectors' Powers/Environmental Health Officers have the right to:-

- (a) Enter any premises at any reasonable time.
- (b) Make an examination and investigation of the premises.
- (c) Order any part of the premises or anything on the premises to be left undisturbed for as long as is necessary to carry out an inspection.
- (d) Seize equipment.
- (e) Ask any questions.
- (f) Examine any books or documents.

N.B. In the event of an inspection the Supervisor must contact The Contracts Manager immediately.

Enforcement Powers

In the event of investigations disclosing an unsafe situation, the Officer may serve a notice requiring the situation to be remedied and/or institute a prosecution for the breach.

There are two forms of notice:-

- (a) An improvements notice - stating the action required and the time limit for action.
- (b) A prohibition notice - directing activities to cease unless certain action is taken.

N.B. Blatant abuse of safety regulations can invalidate claims under the Employers' Liability Policy

Prosecution for Offences

A contravention of any of the safety legislation is a CRIMINAL OFFENCE and prosecution can be made against:-

- (a) Individual Members of Management.
- (b) The Company
- (c) The Employees.
- (d) Sub-Contractors.

Penalties range from an unlimited fine to subsequent imprisonment.

REMEMBER: IGNORANCE OF THE LAW IS NO EXCUSE

NEAR-MISS ACCIDENTS

Accidents don't just happen, they are caused by peoples actions or omissions.

An accident is defined as:- **“An unplanned event which may or may not cause injury or damage”**.

It is clear from the definition it is not essential for injury to have been sustained or for damage to have occurred for an accident to have happened. A "near-miss" is by definition an accident and should be regarded as a warning that a problem exists and that some positive action is required.

There are many reasons why accidents occur, some of the more common are:-

1. Lack of knowledge
2. Careless attitudes
3. Horseplay
4. Working without authority
5. Lack of ability
6. Poor tools and equipment
7. Housekeeping
8. Taking short cuts
9. Lack of training
10. Excessive tiredness and long hours

Any and all of the above reasons have been the cause of many serious accidents. Analysis of accident causes will often reveal that one or more of these factors were present in an accident.

Many accident investigations (and managers) seek to “blame the worker” when accidents occur, the primary function of any investigation is to determine causes and prevent recurrence. It is necessary therefore to examine the background to an accident fully in order to determine why unsafe conditions were created, or unsafe acts performed. Factors emerging during such an examination should be reported to the Manager/Supervisor.

The information can be analysed by The Contracts Manager in order to take appropriate steps to try and minimise, reduce or eliminate recurring accidents.

In order to be meaningful and successful in the prevention of and the elimination of accidents, reporting near miss accidents requires the co-operation and involvement at all levels of personnel employed by the Company.

Form HSF2 must be completed for “Near Miss” accidents.

As from 1st April 2001, you can report RIDDOR accidents in two ways:

1. Telephone your local HSE Office as soon as possible and send form F2508 or F2508A as the current system requires, or;
2. Use the new Incident Contact Centre (ICC) based at Caerphilly. You can report incidents by fax, telephone, post or over the internet. A telephone service is available Monday to Friday 8:30am to 5:00pm.

Alternatively you can phone your local HSE Office and send the appropriate form within 10 days of the accident, the form will be forwarded to the ICC.

The address of the ICC is:

Incident Contact Centre
Caerphilly Business Park
Caerphilly
CF83 3GG

Tel: 0845 3009923
Fax: 0845 3009924

E-Mail: riddor@natbrit.com
Internet: www.riddor.gov.uk
Or the HSE website: www.hse.gov.uk

For further information/advice contact: The Contracts Manager

WORKING FROM HEIGHTS

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. Construction Regulations.

Ladders

These shall be used 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.

Employees shall only use ladders after consultation, and consent has been given in writing by The Contracts Manager.

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

Folding Step Ladders to:

- * Be of adequate strength for the purpose used and properly maintained.
- * Have a firm and level footing when standing on loose materials.

Ladders to:

- * 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 on each stile when not in use.
- * Be secured in position if more than three metres in length or used as a route.
- * Preferably be secured near it's upper end and if impracticable to secure it, item to be prevented from slipping when in use by a person positioned at the foot of the ladder.
- * Be secured as necessary to prevent sagging or swaying.
- * Extend 1.05 metres above the landing or highest foothold if there is not a hand hold.
- * Be used only if there is sufficient space at each rung to provide a foothold.
- * Suitable barriers and signs displayed to restrict unauthorised access.
- * All ladders not capable of repair shall be destroyed and a suitable replacement provided.
- * Shall not be painted.

Suspended ladders to:

- * Be securely suspended and prevented from swinging and swaying.
- * Be equally and properly suspended by each stile

Ladders, or runs of ladders, rising above 9 metres to be provided with intermediate landing places with guard rails and toe boards, with smallest practical opening in the floor for passage of the ladder.

All ladders will be inspected and examined every three months, and the finding of this examination will be recorded. Responsible person is The Contracts Manager.

Mobile Scaffolds:

Erection shall be in accordance with manufacturer's or suppliers recommendations by trained personnel only.

Mobile scaffolds should only be used on firm, level ground and must be clear of men and materials when being moved. All working platforms greater than two metres above ground level must be fitted with toe boards and guardrails. The wheels should turn outwards and wheel brakes locked on when the scaffold is being used. Outriggers to provide greater stability may also be required. The area around the scaffold must be kept clear and all personnel working on or near the scaffold must wear hard hats.

Where mobile tower scaffold are moved all personnel and equipment shall be removed from the tower scaffold. Employees shall take care not to allow scaffold to come into contact with other structures and overhead services. Barriers and signs shall be clearly displayed to restrict access of unauthorised persons.

Power Operated Mobile Platforms

This equipment requires regular inspection, servicing, maintenance and testing in accordance with the manufacturer's instructions.

Training is required for operators before they are allowed to use this equipment in field conditions unsupervised. Supervision should prevent the use of the equipment during adverse weather conditions. To operate under safe conditions, a minimum of two people are required to function as a team.

Risk of Falls

The Company shall ensure the following in connection with the risk of falls.

- * Guard rails and toe boards to be fixed to any openings, corners, breaks and edges in floors, roofs, walls and anywhere where people could fall, unless it has a substantial cover securely fixed in position and boldly marked.
- * Steps to be taken to prevent persons falling through any open joisting.
- * Where a sloping roof has a pitch of more than 30 degrees exposed or the surface is slippery – work shall be carried out by suitably trained persons.
- * Ladders, crawling ladders, crawling boards or duckboards to be provided and used by persons crossing or walking on or from fragile material.
- * Notices warning of fragile roofs/material to be posted on approach to routes.
- * Safety nets, sheets etc to be provided in addition to other safeguards if these are limited by practicality.
- * Unless persons can work continuously with safety belts attached to a secure anchorage.
- * All safety devices must be adequately/properly maintained.

Working at Height

All work procedures and systems must be checked prior to working at height, the relevant personnel must check any documentation available prior to carrying out working at height activities, i.e. method statements, permits to work, risk assessments, attend any tool box talks and check all equipment prior to use whether ladders, steps, mobile steps or tower scaffolds.

Where the Company employees have to use scaffolding, this shall be erected, altered or dismantled by competent trained certificated scaffolders employed by the Company i.e. Sub-Contractors.

LIFT TRUCKS

Lift truck misuse is responsible for many deaths and injuries sustained at work. Statutory control is provided by the Health and Safety at Work Act 1974 s.2, which places general duties of care on to the employer to ensure so far as is reasonably practicable, the Health, Safety and Welfare at work of all employees. Where the Health and Safety Commission/Health and Safety Executive have felt appropriate, these duties have been supported by an Approved Code of Practice and guidance notes to expand on specific areas of importance such as training.

No employee will be allowed to drive a lift truck unless they have been selected, trained and authorised to do so, or is undergoing formal training under supervision.

Lift Truck Vehicle Examination Daily Checklist and Defect Reporting Procedures:-

A log book should be maintained for each vehicle in which the results of the daily inspection must be recorded by the driver (Ref Form HSF20). Any defects should be promptly notified to the relevant Manager/Supervisor.

To reduce the risk of explosion or fire, lift trucks should not be used in areas where flammable vapour, gases and dust are liable to be present, unless they have been suitably protected for such use.

The Manager/Supervisor should advise the garage by telephone, detailing the fault(s) which have been recorded on HSF20 and a copy of the checklist should be sent to the garage Manager/Supervisor for action. The original document should be retained in the appropriate log book and noted with named person informed of fault.

If required, the vehicle will be withdrawn from service until repairs have been carried out.

All checks must be carried out daily irrespective of whether faults are found and all sections of form HSF20 should be completed and placed in the log book to be retained by the Manager/Supervisor.

The operator will be trained to the level of skill necessary to work the lift truck efficiently and with care for the safety of themselves and others, the truck, plant and equipment.

Those supervising and operating a lift truck must understand it's basic characteristics. Lift trucks are designed to lift loads, move them and redeposit them somewhere else. It is vital to know what the limits of the truck are to prevent the possibility of tilting or overturning.

The following information should be shown somewhere on the lift truck:

- a) The name of the manufacturer
- b) The type of truck
- c) The serial number
- d) The unladen weight
- e) The capacity
- f) The load centre distance
- g) The maximum lift height

Training

Training will be done by an external training instructor and will cover all basic skills and knowledge for safe operations and will be tailored to suit the particular needs of the Company.

WELDING AND CUTTING

During welding and cutting safety is paramount. The Company will maintain safe systems of work by providing adequate training, instruction, supervision and monitoring of safe systems of work including the provision of safety equipment.

The Manager should ensure:-

- (a) That equipment hoses, cables and connections are regularly inspected to ensure that they are fit for the purpose.
- (b) That the working environment is made safe, including the removal of all flammable materials and maintenance of a safe breathing atmosphere for the operator by ventilation or extraction if needed.
- (c) That Personal Protective Equipment is provided and used appropriately.
- (d) That there is a Permit to Work (Form HSF15).

For further information/advice contact: The Contracts Manager

WORKING ALONE

The Company will ensure, so far as is reasonably practicable, that an individual who is required to work alone for significant periods of time is protected from risks to their Health and Safety.

Solitary working can expose employees and others to certain hazards. It is the Company's intention to remove the risks from those hazards or, where complete elimination is not possible, reduce to a reasonable level.

Arrangements for securing the Health and Safety of workers who work alone

Assessments of the risks of working alone should be carried out (Ref Risk Assessment Form HSF1) and confirm whether the work can actually be done safely by one unaccompanied person. This will include the identification of hazards from, for example, means of access to plant machinery, goods, substances, environment and atmosphere, etc. Particular consideration will be given to:-

- a) The remoteness or isolation of work places;
- b) The possibility of interference, such as violence or criminal activity from other persons;
- c) The nature of injury or damage to health;
- d) Communication systems;
- e) Hazardous substances.

Information and Training

Employees and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. Employees will be required to follow the safe working procedures devised which will include the provision of First Aid, communication procedures and awareness of emergency procedures. All employees are required to co-operate with the procedures to ensure safe working and to report any concerns to their manager.

For further information contact:- The Contracts Manager

COMPRESSED AIR

SAFE USE OF COMPRESSED AIR EQUIPMENT AND PERSONAL HYGIENE

Compressed air equipment is used to power tools and other equipment and also to apply materials such as oils and paint to vehicles.

Injuries, occasionally fatal, can be caused by accidental or deliberate injection of material and/or compressed air, either through the skin or into a body orifice. Internal organs rupture at low pressures in comparison with those of compressed air lines. Ordinary working clothes do not significantly restrict the penetration of compressed air into the body. High pressure guns may inject air and dirt into the skin and cause serious injury.

Care should be taken to avoid accidental injections and clothing should be brushed or shaken to remove debris accumulated as a result of work activities and **air lines should not be used for this purpose.**

Care should be taken to avoid accidental injections when using compressed air equipment, particularly in awkward or confined situations such as inside or underneath machinery or vehicles, and when clearing or cleaning guns

Floors and machinery should be vacuumed wherever possible to avoid disturbing dust and particulates into the immediate atmosphere. Appropriate Personal Protective Equipment (PPE) should be used when cleaning off dust and swarf, where the use of vacuum cleaners or brushes is not possible.

Horseplay involving people and compressed air equipment is strictly forbidden.

Because the degree of injury is not always apparent, medical advice should always be sought after compressed air penetration occurs or is suspected.

VDU PRESCRIPTION SPECTACLES PROCEDURE

EMPLOYEE:-

- Request for eye test to be made through a Director or The Contracts Manager;
- A questionnaire will be sent to you, on completion please return it to The Contracts Manager.
If the assessment proves you are a full time VDU user: -
- A letter of introduction to the optician will be sent to you from The Contracts Manager.
- The optician you make the appointment with is one agreed with yourself and The Contracts Manager.
- Your eye test is paid for by the Company. The optician will directly invoice the Company.
- Providing spectacles are required for VDU use only the Company will incur costs of up to £50.00 for single lens. This cost will be invoiced directly to the Company.
- Excess cost to be paid by the employee on collection of spectacles from optician.
- The Company will only incur the cost of eye testing every 2 years, unless on medical advice.
- Regular eye sight testing will only be incurred by the Company providing the operator is a full time user.

MANAGER:

- Employee requests full eye sight test;
- The Contracts Manager contacts The Contracts Manager, giving the following information:-
Employee name and place of work;
Particular work area;
Employee is requesting full eye sight test due to being a full time VDU user.
Information will be sent to the Manager/Supervisor and employee regarding the procedure.

The Company will incur the costs of.-

- a) Eye sight tests for VDU operators classified as **full time users** - Legislative Law;
- b) If spectacles are prescribed for the **sole** use of VDU: -

Single lens = £50.00

All invoices covering the above costs will be sent directly to the Company.

Excess cost to be paid by the employee on collection of spectacles from opticians.

FIRST AID

The Company is obliged by law to provide First Aid equipment and to inform employees of First Aid arrangements.

- Every employee should have quick access to First Aid facilities.
- First Aid boxes are provided throughout all sites.
- The contents are replenished when necessary and regularly checked by the First Aider to safeguard against deterioration.
- First Aiders: A person should be appointed to oversee situations relating to employees who need medical attention. It will be essential for that person to have undergone a recognised training course and a refresher course at required intervals.
- First Aid Notices: These notices should be displayed giving information on First Aid room location and appointed First Aiders.

All accidents must be entered in the accident book

- Accident Book: Should be kept: -
 - (a) By the appointed First Aider.
 - or
 - (b) In the First Aid room as applicable.

In case of chemical accident:-

COSHH First Aid data is available from each First Aid room.

If the casualty needs hospitalisation, the appropriate data from COSHH must be sent.

Managing Director must review the accident book monthly.

Any queries concerning the provision of First Aid training or materials should be directed to The Contracts Manager.

AIDS/HIV

The Company will encourage employees who have been diagnosed as HIV Positive to obtain counselling advice and support and will be directed to the appropriate organisation by a responsible person. Disclosure of such information will be treated in the utmost confidence and employment rights will not be affected.

The Company will take suitable precautions to secure the safety of such personnel whilst at work and of those working in close contact with the infected person(s).

Based upon existing research and knowledge of the virus there is little, if any, risk of employees becoming infected with this virus through contact with an infected employee.

Arrangements for ensuring the health and safety of workers

The Company will:-

- a) Ensure the privacy and safety of infected persons and maintain confidentiality of medical records and medical details at all times;
- b) Prevent employees from coming into contact with blood spillage's and make arrangements to isolate the area until it has been cleared;
- c) Ensure that spillage's are cleared by a responsible and authorised person who should use suitable Personal Protective Equipment to prevent direct contact and splashes, etc;
- d) Make suitable arrangements for storage and disposal of syringes before these devices are allowed off site;
- e) Ensure contractual arrangements for disposal of "sharps" boxes from all first aid rooms;
- f) Provide first aiders with information about dealing with spillage's of blood and used needles during first aid training and ensure that the first aid boxes contain disposable gloves to protect against contamination whilst handling an injured person;
- g) Allow the use of syringes in the work place for medical conditions only, diabetics and for use by the Occupational Health Nurse for phlebotomy techniques. Employees using syringes in the work place for reasons other than treatment of a medical condition. Disposal of needles and syringes must be placed in the "sharps" boxes supplied in each first aid room. Abuse of needles and syringes will result in Disciplinary Action.

ALCOHOL AND DRUGS

The Company is concerned to provide a safe and healthy working environment. It recognises that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationships at work. The policy, which applies to all employees, aims to:

- (a) promote the health and well-being of employees and to minimise problems at work arising from the effects of alcohol or drugs
- (b) identify employees with possible problems relating to the effects of alcohol or drugs at an early stage
- (c) offer employees known to have alcohol or drug-related problems affecting their work referral to an appropriate source for diagnosis and treatment if necessary

The policy does not apply to an employee who commits a clear breach of company rules due to overindulgence of alcohol on one or more occasions. In these cases, action will be taken under the disciplinary procedure as appropriate.

The person responsible for implementing this policy is The Contracts Manager.

Arrangements for Securing the Health and Safety of Workers

The company will, in consultation with workers and their representatives:

- (a) advise all existing employees and all persons starting work of the risks to health arising from the effects of alcohol or drugs (including some legitimately prescribed medications)
- (b) encourage employees, who may have alcohol or drug-related problems which affect their work, to take advantage of the company referral procedure for diagnosis and treatment
- (c) enable Foremen and Managers to identify job performance problems that may be attributable to the effects of alcohol or drugs and to consult with the appropriate company specialist to determine whether there is sufficient concern to warrant a medical evaluation
- (d) in cases where the effects on work of misuse of alcohol or drugs is confirmed or admitted, agree upon a programme of treatment in consultation with the Company Medical Advisor and the employee
- (e) instruct the Company Medical Advisor to co-ordinate, monitor and if necessary participate in the treatment, which may involve recourse to, or liaison with, the general practitioner, counsellor, hospital outpatient department or inpatient care

The company will establish policy rules relating to an employee who is found to have misused alcohol or drugs or admits to the same. The policy rules may cover:

- (a) disciplinary action for refusal to accept help
- (b) conditions for accepting treatment
- (c) future employment if treatment proves to be successful
- (d) observation of medical confidentiality
- (e) effects upon pensions, benefits and employment rights

INFORMATION AND TRAINING

The Company will provide sufficient information, instruction and training as is necessary to ensure that all employees have the knowledge required:

- (a) to understand the dangers associated with the effects of alcohol or drugs at work and the company policy regarding this
- (b) to understand the Company procedures that will be adopted where there is found to be a deterioration in work performance from these effects
- (c) to understand the legal consequences of their actions

Managers and Foremen will be given additional training, as necessary, to enable them to deal with any physiological problems that may arise as a result of the effects of alcohol or drugs upon work performance.

SAFE SYSTEMS OF WORK

The effects of alcohol or drugs at work can create serious Health and Safety risks. Therefore, the following rules should be adhered to:

- 1. Do not come to work under the influence of alcohol or drugs.
- 2. Do not bring alcohol or non-prescribed drugs onto Company premises.
- 3. Check with your doctor or pharmacist about the side-effects of prescribed medicines.
- 4. Never drive or operate machinery if you are affected by alcohol or drugs.
- 5. Ask your general practitioner or the Company for guidance and advice on sensible limits of alcohol consumption.
- 6. Offer support and advice to colleagues who you suspect of suffering from alcohol or drug abuse: do not “protect” them by keeping silent.
- 7. Ask for assistance if you feel that matters are beyond your own control.

SUMMARY POLICY STATEMENT

The use of alcohol is not appropriate in the workplace and drug abuse can be a criminal offence as well as a serious risk to Health and Safety.

The three most important steps are to:

- (a) look after your own Health and Safety by developing a responsible attitude towards alcohol and drugs
- (b) be aware of colleagues or others who may put safety at risk by their actions
- (c) recognise when and how to ask for help

MANUAL HANDLING

The Company has an obligation to carry out Risk Assessments under the Manual Handling Regulations 1992. Any assessment should take into consideration the task, the load, the individual, the environment and any other factors which may affect safe lifting and carrying.

A Manual Handling Risk Assessment Form (HSF1) will be used in all assessments.

Elimination of hazardous, manual handling activities

An assessment will be undertaken for operations which involve manual handling, as far as is reasonably practicable. Measures to achieve this include ergonomic design of the workplace and activity, and may require automated or mechanical aids such as trolleys.

It is the duty of the Departmental Managers to organise the work to minimise the amount of lifting necessary, using mechanical and other aids available.

It is the duty of The Contracts Manager to ensure that their staff know and understand the correct lifting technique.

- 1) Do not jerk and shove.....twisting the body may cause injury.
- 2) Lift in easy stages, ie floor to knee, knee to carrying position. Reverse this lifting method when setting the load down.
- 3) Hold weights close to the body. Lift with the legs and keep the back straight.
- 4) Grip loads with the palms, not with finger tips. Do not change your grip while you are carrying.
- 5) Do not let the load obstruct your view. Make sure the route is clear before you start moving.
- 6) It is considered safe practice for employees to undertake all Manual Handling tasks safely. As merely a guidance it is suggested that female employees could safely handle loads of up to 16Kg and men 25Kg. It must be remembered that all the factors of the load must be assessed by the individual, ie weight, size, shape, stability, rigidity of the load, at no time must employees put themselves at risk and they request assistance when required.

For further information/advice contact: The Contracts Manager

OCCUPATIONAL HEALTH

The role of the Occupational Health Service

An Occupational Health Programme is employed to provide the employees and the Company with an Occupational Health Service that will. -

- Ensure the Company complies with all current and future legislation.
- To provide a professional back-up service to the First Aiders.
- To provide a link between the Company and those employees who are sick.
- Establish systems that will monitor the current and future health and well-being of all employees by: -

Audio Testing

Noise Surveys

Blood Testing (when appropriate)

VDU Assessments

Pre-Employment Medicals

Fork Lift Truck Driver Medicals

HGV Driver Medicals.

For further information/advice contact: The Contracts Manager

INDUCTION OF NEW EMPLOYEES

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 sent to them by The Contracts Manager. On arrival, the employee will present this to The Contracts Manager, who will explain all the points on the checklist.

All training must be recorded on the Personal Training File (HSF21) and kept in the Operations Managers office.

If the employee moves, the training file will be transferred to the new department.

For further information/advice contact:- The Contracts Manager

TEMPORARY AND SHORT TERM CONTRACT EMPLOYEES

The Company will ensure that the necessary measures are in place regarding the Health and Safety of any temporary or short term contract employees within our Company and also of any agency staff on our premises.

Any problems connected with temporary and/or short term employees should be reported to The Contracts Manager so that necessary action can be taken.

Managers should note that all agency/temporary and short term contract employees within the Company must be given the same Health and Safety facilities as permanent employees.

For further information/advice contact:- The Contracts Manager

SMOKING POLICY

The Company is required by the Health and Safety at Work Act 1974, to ensure that employees and others are not at risk. Section 2(2)(e) requires that so far as is reasonably practicable, the working environment is safe and without risks to health and adequate as regards for the welfare of our employees.

A wide range of specific regulations also require that smoking is banned or restricted for safety reasons, eg Dangerous Substances and Explosive Atmospheres Regulations or as a matter of hygiene.

Pregnant women must be provided with suitable rest facilities, which should be smoke-free.

Any concerns employees may have regarding smoking at work should be reported immediately to a Supervisor/Manager to enable corrective action to take place if required.

For further information/advice contact: - The Contracts Manager

ELECTRICITY AT WORK

1. Arrange for care and maintenance of fixed installations, wiring and equipment. All Portable Appliances must be tested (PAT) within the scope of the Electricity at Work Regulations 1989 and the Provision and Use of Work Equipment Regulation 1998.
2. Non-Company equipment must also be tested prior to use if permission is to be given by the Company for such equipment to be used on site.
3. Contractors who bring their own portable/mobile electrical equipment on site in order to perform their tasks must only use equipment that has been tested. Companies contracted to undertake work must demonstrate compliance with the regulations via their own Company records and Health and Safety Policy Document submitted to the Company for approval before work proceeds.
4. Any suspected faulty equipment should be removed from service and submitted to qualified/competent persons for testing/safety checks before being allowed to be put back into service.
5. All portable appliances must be fitted with approved plugs and fuses.
6. Ensure wall sockets are firmly fixed. Keep electrical or phone leads clear of walkways or suitably protected to prevent tripping.
7. Use residual current circuit breakers, or 110 volt transformers and equipment where possible.
8. Adequate arrangements for care and maintenance of fixed wiring installations and equipment (see below). All Portable Appliances must be tested (PAT) within the scope of the Electricity at Work Regulations 1989 and the Provisions and Use of Work Equipment Regulations 1998.
9. The frequency of inspection and examination of fixed wiring and systems by an approved electrical contractor:

1 yearly intervals for Entertainment Premises
3 yearly intervals for Factory Premise
5 yearly intervals for Commercial Premises
10 yearly intervals for Domestic Premises

For further information/advice contact: The Contracts Manager

(HSP29)

ELECTRICITY AT WORK (Cont'd)

Always check for defective plugs, cables and sockets before using any electrical equipment!

Be sure that cables are long enough to reach your working place without straining or pulling!

Correct power supply is important for all equipment – check that it is adequate!

Disconnection from the mains supply is important for all equipment – check that it is adequate.

ELECTRICITY KILLS – NEVER FORGET IT!

Fuses should always be appropriate to the equipment to which they are fitted!

Get all blown fuses replaced promptly and correctly. Never 'MAKE DO'!

Have all the EMERGENCY STOP switches on all machinery tested regularly!

Installation of all electrical wiring requires the attention of a qualified contractor!

Joined lengths of cable should always be attached by the proper connections and NEVER with insulating tape!

Keeep electrical circuits in good repair with regular checks by an approved contractor!

Lighting sockets should NEVER be used for electrical equipment!

Mains cables and flexes should be thoroughly tested before it goes into everyday use!

New electrical equipment should be thoroughly tested before it goes into everyday use!

Overloading sockets with plugs and adaptors is dangerous. Only ONE appliance per socket is recommended!

Portable power tools must never be used near flammable vapours or gases!

Qualified help should be sought immediately on ALL types of electrical problems! Never touch or tamper yourself!

Report all defective tools and equipment!

See that all electrical connections are the correct ones!

ELECTRICITY AT WORK (Cont'd)

Tampering with the internal working of all types of electrical equipment and machinery should be avoided at all costs!

Under no circumstances should you touch plugs, sockets or electrical equipment with wet hands!

Very worn, twisted crushed or kinked cables should be discarded and replaced!

Water should be kept away from all electrical equipment and tools should not be used in wet or damp conditions!

Xtra care should always be taken when attaching plugs to be sure that all wires are well connected to the right terminal and that the flex is held securely!

You are responsible for seeing that all of these rules are observed to ensure the safety of yourself and others!

Zzzz!! Sleep easy in your bed if you have read these safety rules and are always alert to the dangers of electricity!

DO NOT LET A LIVE TAKE A LIFE

LIFTING AND HANDLING OF LOADS BY MECHANICAL MEANS

Lifting and Handling

1. Mechanical means of lifting and handling heavy loads must be used where ever possible. Where manual handling lifting is necessary, it should be carried out with extreme care and in accordance with methods recommended in posters, leaflets and other instruction available to employees.
2. An employee will not be required to lift, carry or move any item heavy enough to cause injury.

Lifting Appliances

1. All lifts, cranes and hoists must be of adequate strength and sound construction and be properly maintained.
2. Liftways and hoistways must be securely enclosed and gates and entrances be safeguarded by suitable interlocking devices.
3. Chains, ropes, slings, rings, hooks, shackles, eye-bolts, swivels, pulleys, blocks, etc must be properly and adequately constructed and maintained and never misused.
4. The safe working load must be marked conspicuously on each appliance and not be exceeded in any circumstances. In case of doubt as to the weight of the load to be handled an employee should consult his/her supervisor.
5. Only authorised employees may use and/or drive lifting appliances of any type.
6. Employees must report immediately any defect or malfunction of lifting appliance(s).
7. Supervision must co-operate with the Manager concerned by ensuring all such equipment is inspected when required.
8. Any person intending to work on or near the wheeltrack of an overhead electric travelling crane must inform the driver and precautions will then be taken to ensure the crane does not approach within 20 feet. Effective measures must also be taken to give warnings of the approach of such a crane to anyone liable to be struck by it or it's load.
9. The use of improvised tackle, slings or other appliances is forbidden.
10. New lifting equipment will not be put into use before it has been approved and certificated by the appropriate department.
11. After use, lifting tackle must be returned to the appropriate storage point, to avoid damage or deterioration.

USE OF MECHANICALLY PROPELLED VEHICLES

1. The only employees permitted to operate mechanically propelled vehicles are those who have been trained and/or tested for the work (or hold the appropriate valid driving licence) or those under training by an approved instructor.
2. Comply, at all times, with laid down vehicle fitness and road worthiness tests.
3. Vehicles must, at all times, be driven and parked in a careful manner. Drivers must comply with speed limits and other traffic regulations. Inside factory buildings, speed will be restricted to walking pace.
4. The carriage of passengers on a vehicle, trailer, or other towed unit, is prohibited, except on vehicles constructed or properly adapted to carry passengers. No person may ride upon a vehicle to steady or support a load being carried.
5. All loads must be safely stowed and/or secured to the vehicle.
6. The maximum permitted load will be marked on vehicle(s) and not be exceeded.
7. Servicing and maintenance requirements of the vehicle in question will be complied with and defects must be reported immediately.
8. Drivers of forklift trucks must comply with the special safety instructions given for the operation of these vehicles.
9. When loading/unloading and securing loads on trailers/vehicles, ensure that the 'blindside' is clear.
10. Ensure (when vehicles are not in use):
 - (a) That engines are switched off.
 - (b) Brakes are correctly applied.
 - (c) Trailers are left 'chocked'.
 - (d) Ignition key(s) are removed.
11. External drivers are required, at all times, to comply with Road Transport legislation and obey site rules.

USE OF POWERED MACHINERY

1. Every dangerous part of machinery must be effectively guarded and it is the responsibility of those procuring machinery to ensure adequate guards are delivered with the machine and fitted.
2. Supervisory managers must ensure that the Manager has been advised of new machinery before it is put into general use.
3. Persons working on or near machines must be conversant with emergency stop procedures.
4. Supervisory managers and operatives must ensure that all guards and/or safety devices are in position and in good order before operating any machine.
5. Operatives must be instructed in the safe method of operating their machines and comply with these instructions.
6. Cleaning, lubrication, repair or adjustment of machinery must only be carried out by authorised persons.
7. Any machine which develops a defect or malfunction must be stopped and the matter reported immediately.

USE OF HAND TOOLS

1. The use of defective or broken hand tools is forbidden (such as spanners with worn or distorted jaws, screwdrivers and hammers with cracked handles, files without handles, makeshift tommy-bars and mushroom headed tools).
2. Employees must use correct tools for the task in question.

USE OF PNEUMATIC AND HYDRAULIC TOOLS/APPLIANCES

1. The use of defective tools is forbidden. All defects must be reported immediately to a responsible person and taken out of service.
2. Tools must be disconnected from the power source prior to dismantling, adjustment, or changing bits.
3. See that the hose is clear of moisture before starting work.
4. Ensure that tools are regularly maintained and serviced and matching connections are used.
5. See that, where applicable, the proper protective guard is correctly fitted before use.
6. Always use attachments which are correct for the speed of the tool.
7. When using paving breakers, clay spades, needle guns, chisels and grinders, etc always check your hose connection before starting work.
8. Wear protective footwear when using paving breakers and stand with feet apart.
9. Operators of all air tools **MUST** wear eye protection and hearing protection.
10. Before disconnecting any air tool, turn off the compressed air supply on the main air pipe to which your air hose is connected. The air should be exhausted in the line at the tool end.
11. The air tool control lever should be released before moving the tool to another piece of work.
12. The changing of points (jack hammer) should be undertaken with the tool in a horizontal position. Do not use blunt points.
13. Ensure that points (jack hammer) are securely seated before operating tool.
14. In case of air operated cutting wheels and discs, only operators in possession of a certificate of training are permitted to change an abrasive wheel or disc in accordance with the requirements of the Provision and Use of Work Equipment Regulations 1998.
15. Report all defects immediately.
16. Always ensure that there is adequate ventilation before starting diesel/petrol compressions.

USE OF ELECTRICAL EQUIPMENT & SERVICES

1. No unauthorised person is permitted to adjust, connect, disconnect or tamper with any part of an electrical installation, switchboard, wiring fittings, or portable tools and defect(s) must be reported immediately.
2. The use of electrical equipment other than that provided or approved by the Company is forbidden.
3. Electrical circuits will be assumed as 'live' unless it is known for certain that they are 'dead'.
4. Electrical equipment must be used, tested and examined in accordance with the Electricity at Work Regulations and conform to the "IEE" guidance, 16th edition.
5. Adequate arrangements for care and maintenance of fixed wiring installations and equipment (see below). All Portable Appliances must be tested (PAT) within the scope of the Electricity at Work Regulations 1989 and the Provision and Use of Work Equipment Regulation 1998.
6. The frequency of inspection and examination of fixed wiring and systems by an approved electrical contractor:
 - 1 yearly intervals for Entertainment Premises
 - 3 yearly intervals for Factory Premises
 - 5 yearly intervals for Commercial Premises
 - 10 yearly intervals for Domestic Premises

For further information/advice contact:

The Contracts Manager

(HSP37)

HEALTH SURVEILLANCE

The Management of Health and Safety at Work Regulations 1999 require health surveillance to be provided under four conditions, all of which must apply:

- i. There must be an identifiable disease or adverse health condition linked to the work concerned.
- ii. There must be one or more valid techniques available to detect early indications of the disease or condition.
- iii. There must be a reasonable likelihood that the disease or condition may occur under the particular conditions of work.
- iv. The surveillance must be likely to protect employees at risk.

The COSHH Regulations require suitable surveillance records to be kept, including individual health records, biological monitoring, medical surveillance using medical or occupational health staff, inspection by a responsible person and regular review of records.

The simplest methods of health surveillance are physical inspections of the hands by someone with training and experience of doing so, who could be looking for signs of dermatitis or lead poisoning.

References

- HSE Guidance Notes - MS20 - Pre-employment screening
MS24 - Health Surveillance of occupational skin disease

RIDDOR 1995

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) came into operation on 1 April 1996. They replaced the existing laws about the notification of industrial diseases under the Factories Act 1961 with a new requirement for the reporting of certain diseases related to work. The main purposes of collecting the information is to monitor and help prevent ill health that can arise at work and to assess control measures. Details of the new requirements for reporting injuries and dangerous occurrences at work are in leaflet HSE31 (Rev).

A case should be reported when a person who does a specified type of work is known to be suffering from a reportable disease.

The types of work specified are set out in leaflet HSE31.

A case of disease in an employee must be reported only if a written diagnosis has been received from a doctor, for example a medical certificate - (statutory sick form). You do not have to list diseases if the person does not work in a listed job, even if you know that he or she has worked in such a job in the past.

If one of your employees is diagnosed as suffering from a reportable disease then you should make the report. In the case of someone receiving training who is not an employee, the person responsible for providing the training should make the report. The self-employed should report in respect of themselves. Reporting a case of disease does not signify that it was caused by work; it means that only the person suffering works in a job where the disease could well have an occupational origin.

A case of disease should be reported on a special form (F2508A) which can be obtained single or in pads from HMSO - guidance on how to fill it in is attached to the form itself.

The report should be sent to the authority responsible for enforcing the Health and Safety at Work Act at the premises where the case occurred. This will be either:

- a) for workplaces such as factories, building sites and farms: the Health and Safety Executive.
- b) for workplaces such as offices, shops and restaurants: the Environmental Health Department of the local authority for the area.

If you are not sure which authority covers you, telephone your local HSE Area Office to check. This will be listed under Health and Safety Executive in the telephone book in most places - if it is not, the HSE Enquiry Point on 0151-951-4000 will tell you which Area Office covers you.

You should keep records of every case of disease reported. The form in which records are kept is for you to decide but they must contain the occupation of the person affected, the name or nature of the disease and the date of its diagnosis. This information can be held simply by keeping photocopies of completed reports that you have sent to the enforcing authority.

(HSP44)

Records should be kept so that you can tell if other workers have similar diseases and then take action to prevent any further cases.

Reportable Diseases

- (a) certain poisonings.
- (b) some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.
- (c) lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma.
- (d) infections such as: leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus.
- (e) other conditions such as: occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

Reporting Diseases & Linked Work Activities

<u>Disease</u>	<u>Work Activity</u>
1 Poisoning by any of the following: (a) Acrylamide monomer (b) Arsenic or one of its compounds (c) Benzene or a homologue of benzenes (d) Beryllium or one of its compounds (e) Cadmium or one of its compounds (f) Carbon disulphide (g) Diethylene dioxide (dioxin) (h) Ethylene oxide (i) Lead or one of its compounds (j) Manganese or one of its compounds (k) Mercury or one of its compounds (l) Methyl bromide (m) Nitrochlorobenzene, or a nitro- or amino- or chloro derivative of benzene or of a homologue of benzene (n) Oxide of nitrogen (o) Phosphorus or one of its compounds	Any Activity
2 Cancer of Bronchus or Lung	
3 Primary carcinoma of the lung where there is accompanying evidence of silicosis	
4 Cancer of the urinary tract	
5 Pneumoconiosis	
6 Occupation dermatitis	
7 Occupational asthma	

Specific details may be found in RIDDOR Regulations 1995 schedule 3 regulation 5 part 1. Regulations 5 part 2 - refers specifically to diseases that are additionally reportable in respect of offshore work places.

Reference for RIDDOR publication ISBN 0-7176-1012-8

Injuries and Dangerous Occurrences at Work Which Must be Reported Under RIDDOR

Whenever any of the following events occur, it must be reported in writing to the enforcing authority; and an event of type (a), (b) or (c) must first of all be notified to the enforcing authority by the quickest practicable means.

Reportable Injuries Are

- (a) the death of any person as a result of an accident arising out of or in connection with work.
- (b) any person suffering any of the following injuries or conditions as a result of an accident arising out of or in connection with work:
 - fracture other than to fingers, thumbs or toes.
 - amputation.
 - dislocation of the shoulder, hip, knee or spine.
 - the loss of sight in any eye (temporary or permanent), a penetrating injury to an eye, or a chemical or hot metal burn to an eye.
 - either injury (including burns) requiring immediate medical treatment, or loss of consciousness, resulting in either case from an electric shock from any electrical circuit or equipment, whether or not due to direct contact.
 - loss of consciousness resulting from lack of oxygen.
 - decompression sickness (unless suffered during an operation to which the Diving Operations at Work Regulations 1981 apply) requiring immediate medical treatment.
 - any other injury: leading to hypothermia, heat induced illness or unconsciousness or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.
 - either acute illness requiring treatment, or loss of consciousness, if you believe that this resulted from exposure to a pathogen or infected material.
- (c) any dangerous occurrences.
- (d) a person at work (ie, an employee, a self-employed person or a person receiving training for employment) is incapacitated for his or her normal work for more than 3 days as a result of an injury (an 'over-3-day' injury) caused by an accident at work.
- (e) the death of an employee if this occurs some time after a reportable injury which leads to that employees death but not more than one year afterwards.

Reportable Dangerous Occurrences Are:

- (a) collapse, overturning or failure of load bearing parts of lifts and lifting equipment.
- (b) explosion, collapse or bursting of any closed vessel or associated pipework.
- (c) failure of any freight container in any of its load bearing parts.
- (d) plant or equipment coming into contact with overhead power lines.
- (e) electrical short circuit or overload causing fire or explosion.
- (f) any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- (g) accidental release of a biological agent likely to cause severe human illness.
- (h) failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period.
- (i) malfunction of breathing apparatus while in use or during testing immediately before use.
- (j) failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent.
- (k) collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall.
- (l) unintended collision of a train with any vehicle.
- (m) dangerous occurrence at a well (other than a water well).
- (n) dangerous occurrence at a pipeline.
- (o) failure of any load bearing fairground equipment or derailment or unintended collision of cars or trains.
- (p) a road tanker carrying a dangerous substances overturns, suffers serious damage, catches fire or the substance is released.
- (q) a dangerous substance being conveyed by road is involved in a fire or released.

The following dangerous occurrences are reportable except in relation to offshore workplaces:

- (r) unintended collapse of any building or structure under construction, alteration or demolition where over five tonnes of material falls, a wall or floor in a place of work, any false-work.
- (s) explosion or fire causing suspension of normal work for over 24 hours.
- (t) sudden uncontrolled release in a building of: 100 kg or more of flammable liquid, 10 kg of flammable liquid above its boiling point, 10 kg or more of flammable gas or of 500 kg of these substances if the release is in open air.
- (u) accidental release of any substance which may damage health.

Making a Report

In the case of a death, a specified major injury or condition, or a dangerous occurrence:

- the enforcing authority must be notified about it immediately, eg by telephone; and
- this must be followed up within 10 days by a written report about it to the enforcing authority on the new form F2508.

In the case of an over-3-day injury to a person at work, a written report about it must be sent to the enforcing authority within 10 days of the accident on the new form F2508.

The enforcing authority is the body responsible for enforcing the Health and Safety at Work Act 1974 in the premises where, or in connection with the work at which, the reportable injury or dangerous occurrence happened. It may thus be either the Health and Safety Executive (HSE) or a local authority.

Local authorities are normally responsible for enforcing Health and Safety legislation in:

- retailing,
- some warehouses,
- most offices,
- hotels and catering,
- leisure,
- consumer service,
- places of worship.

Those who are uncertain about who the appropriate enforcing authority is in their case, can send reports to the nearest office of the HSE. They will pass the reports on if necessary.

Keeping Records

A record must be made and kept of all reportable injuries and dangerous occurrences. The record must contain in each case:

1. Details of the person filling in the form
 - (a) name
 - (b) job title
 - (c) telephone number
 - (d) name of company
 - (e) address of company
 - (f) type of work carried out
 - (g) details of accident

2. Details of the injured person
 - (a) name
 - (b) home address
 - (c) home telephone number
 - (d) age
 - (e) male or female
 - (f) job title
 - (g) details of type of employment
 - (h) details about type of injury
 - (i) kind of accident
 - (j) dangerous occurrences including reference numbers
 - (k) description of accident
 - (l) signed and dated by

The nature of the record is not stipulated by RIDDOR. It is left to the responsible person to use a form of record which best suits his purposes. A photocopy of each completed form F2508 kept in a file would suffice and so would an entry about an injury in a DHSS Accident Book (BI 510) where kept by an employer for social security purposes.

As from 1st April 2001, you can report RIDDOR accidents in two ways:

1. Telephone your local HSE Office as soon as possible and send form F2508 or F2508A as the current system requires, or;
2. Use the new Incident Contact Centre (ICC) based at Caerphilly. You can report incidents by fax, telephone, post or over the internet. A telephone service is available Monday to Friday 8:30am to 5:00pm.

Alternatively you can phone your local HSE Office and send the appropriate form within 10 days of the accident, the form will be forwarded to the ICC.

The address of the ICC is:

Incident Contact Centre
Caerphilly Business Park
Caerphilly
CF83 3GG

Tel: 0845 3009923

Fax: 0845 3009924

E-Mail: riddor@natbrit.com

Internet: www.riddor.gov.uk

Or the HSE website: www.hse.gov.uk

CONTRACTORS ON SITE

Foreword

The company sets a high standard of safety for employees and expects this to be maintained by outside sources of labour. Apart from humane consideration the observance of these rules will assist us in complying with the Health and Safety at Work Act 1974, together with any other Statutory Regulations. These rules are not intended to restrict the duties of Contractors or to relieve them from any of their legal obligations to ensure the avoidance of accidents.

The Management requests the co-operation of everyone engaged on the Companies premises in observing all safety precautions laid down in these rules which will be issued to all Contractors prior to commencement of work.

Definition

"Company" means Solo Group

Before any contract work commences, a responsible official to the contracting firm must contact The Contracts Manager, Directors or the Operations Manager to discuss safety precautions in connection with the contract. Such precautions, as Contractors are instructed to take, must be implemented in full. The Contractor's representative will be required to sign a certificate to the effect that these rules have been received and understood.

Access

Where suitable and vehicular access is provided it shall be used. A suitable location point will be defined for skips and materials to be safely unloaded on hard standing and stored safely until point of use. All unloading will be carried out away from entrances, exit routes, personnel doors and fire exits. All work materials will be disposed of safely and via a registered waste disposal contractor and at no time will access/egress routes be blocked or restricted for use.

Securing and Fencing

A secure barrier/screening shall be put in place at all times around specific hazardous work areas when work is being carried out. All barriers/screenings shall be inspected daily and any anomalies corrected expeditiously to ensure there are not any tripping hazards present. The work site shall be left tidy, safe and secure at the end of each working day.

Guards of fencing must not be removed from machines or the vicinity of plant without the permission of The Contracts Manager or Directors and must be replaced immediately after work has been completed.

Survey of Existing Site

Every effort will be made to locate existing drawings and structural detail of any building and site including services, structural stability, contamination, services (whether buried or overhead). All details will be available on site.

(HSP46)

Site Access

All access routes will be assessed as to their suitability with reference to the following:

- a) Ground conditions
- b) Suitability for siting skips
- c) Designated loading and unloading areas
- d) Designated parking areas
- e) Pedestrian access routes.

Segregation of Work

The segregation of work shall be done via normal building procedures, i.e. sheeting, fencing, etc or otherwise agreed by The Contracts Manager as per Method Statement prior to the work commencing.

Maintain Access in Existing Buildings

Where the interruption of existing routes will affect normal work activities a detailed plan will be presented to The Contracts Manager, whereby adequate information will be provided to ensure their safety.

Noise, Dust and Fumes

All contractors shall observe standard safe working procedures to control noise, dust and fumes, especially to existing areas of the site. If excessive noise, dust or fumes become apparent, subsequent control measures will be put in place prior to providing Personal Protective Equipment (PPE).

Noise Reduction

Radios and similar apparatus will not be allowed on site. All equipment purchased or hired shall be selected to ensure that suitable equipment is brought onto site and will be of the lowest noise level possible for any type of equipment. All equipment will be maintained regularly. Noisy equipment shall be sited carefully so as not to disrupt any of our employees or workers on site.

All equipment shall be at a suitable distance to reduce the noise at source. Contractors must ensure equipment will not be left running when not in use, thereby reducing nuisance noise. No equipment shall be used during unsociable hours, thereby also reducing the nuisance factor. Monday – Sunday inclusive before 8.00 am or after 6.00 pm. Where necessary, barriers will be used to reduce radiation noise off walls, ceilings, etc. Suitable notices will be displayed on site to demarcate noise areas. Ear protection is provided on a personal basis. A monitoring programme will be in place to ensure that hearing protection is used in designated areas.

Vehicular Routes

All contractors' vehicles entering or exiting the site will be informed of the potential dangers of the site especially when entering or exiting during any busy time. If necessary a banksman will guide the vehicle through potentially hazardous areas.

(HSP46)

Site Traffic Rules

All plant and equipment operators will adhere to the site rules, routes and conditions. All operators will drive at a safe speed relevant to the prevailing conditions and any load(s) being transported. Due consideration will be given to pedestrians on site.

Loading and Unloading

All loading and unloading shall be carried out in the relevant demarcated areas and competent persons shall assist to guide reversing vehicles into the correct locations.

Company Vehicles

Contractor's vehicles will only be used by authorised competent persons. These persons will have the correct qualifications to use various vehicles, whether on site or on the public highway. All operators will inspect the vehicle prior to use and adjust any levels etc to maintain the vehicle in a serviceable state. All road vehicles will carry a first aid kit and a fire extinguisher.

All site vehicles shall be fitted with audible alarms when reversing, which are to be checked daily.

All traffic routes are maintained and kept clear at all times.

Pedestrian crossing points are demarcated clearly.

Adequate light will be provided along all traffic routes.

All individuals will wear high visibility clothing in appropriate areas.

All protective barriers and stop blocks to be in place at all times. These will be areas which will be monitored daily.

Notices

All statutory notices shall be in place in a common access point for contractors, employees and visitors to view. Vehicular and pedestrian routes will be clearly displayed. Access and turn points will be clearly marked.

Lighting

The provision of sufficient and adequate lighting shall be used at all times in the interest of safe systems of work, where necessary 110 volt free standing lighting must be used.

Emergency Routes

Emergency routes and assembly points will be clearly defined and adequate information, instruction and training will be provided for contractors, employees and visitors, at no time will contractors, emergency routes or assembly points interfere with those already in place. All contractors shall be informed of the designated assembly point.

Occupant and Contractors Interface Procedures

Communications between Solo Group and the contractor shall be ongoing so the site is safe at all times and work does not put any of our employees or visitors at risk. No work shall commence until The Contracts Manager has been consulted.

Alterations in Design

Where the nature of the design has to be amended due to any unforeseen eventualities, the contractor shall contact The Contracts Manager for advice and permission to alter any design feature in the building. Acceptance shall only be from written confirmation from The Contracts Manager.

Site Information

Adequate information shall be displayed at all times to ensure all visitors are directed to the appropriate areas. This information will cover:

- Site layout
- Car parking areas
- Loading and unloading areas
- Storage areas
- Safety information
- Emergency routes
- Assembly points

Site Rules

All contractors and visitors shall be given a health and safety brief. A copy of Solo Group's Health and Safety Policy is available at all times. Induction and health and safety training for specific site hazards will be carried out before commencement of work and for all employees and visitors.

Toolbox talks to be carried out regularly covering specific areas including fire, first aid, evacuation routes, correct procedures for emergencies, etc.

No alcohol or drugs shall be consumed on site. See the Health and Safety Policy. The site shall be kept in a suitable safe condition and mess huts and washrooms cleaned regularly.

Communication

Continued communication shall be kept in place at all times to ensure that unforeseen eventualities are addressed which may affect health and safety or resources. All relevant information shall be passed on for inclusion in the health and safety file, including any design work or temporary work outside of the original scope.

All the above shall be communicated to the planning supervisor and designer. A nominated Supervisor shall be named and be responsible to ensure all aspects of Health, Safety and Environmental legislation is applied with, including the Construction (Design and Management) Regulations 2000.

(HSP46)

Permits to Work Systems

The procedure for using various permits to work is in place. The Contracts Manager or Directors shall issue permits to work. Before work commences the contractor must ensure that any individual who is to carry out any task using permits to work is competent to carry out that task, fully understand the permit to work system, knows precisely the task(s) to be completed, knows the time scale of the permit to work and signs and accepts the permit to work. A permit to work will be displayed adjacent to every area where the system is in place. Any deviation in the work or anything making the permit invalid will result in it being cancelled and a new permit being reissued. The cancellation of the permit to work shall only be done via The Contracts Manager or Directors.

Building Sequence

Method Statements

The outline of the procedure will cover the following: Namely:

- a) Pre-work inspection shall take place.
- b) Tool box talks will follow to ensure the correct method of work will be in place in the interest of safety.
- c) Isolation and the 'Barrier Off Zone' will restrict access to only authorised persons.
- d) Procedures will be in place for working at height, supporting apertures, removal of waste. Outline procedures for electrical supply (110V), e.g. suitable protective devices (RCD's).

Pre-Operational Checks

A pre-operational checklist is provided for operators to use prior to work. Only authorised competent personnel are allowed to carry out adjustment, repairs and maintenance work.

Work Equipment

All work equipment to be used on site shall be on an inventory. This includes hand tools, mobile equipment, static equipment, lifting equipment and scaffolding.

All equipment shall be regularly inspected to ensure it is suitability, safe condition, and safety

to use and has up to date certificates where applicable.

Storage of Plant and Equipment

All plant and equipment to be used on site shall be removed from the site at the end of each day or stored safely to ensure that there is no unauthorised access to the plant or equipment.

Agreement to this method shall be agreed with The Contracts Manager before work Commences.

Forklift Trucks

No work entailing approach to forklift trucks is to be commenced until there has been consultation with The Contracts Manager or Directors and their permission has been given to proceed. Then the Company's Statutory Duty under Section 2 of the Health and Safety at Work Act will be enforced. The Company's forklift truck must not be operated by the Contractor's employees unless and until permission has been given by The Contracts Manager or Directors.

Cranes, Lifting Machines and Trucks

No work entailing approach to, or in the proximity of overhead cranes, crane trucks, lifting machines or trucks will be commenced until there has been consultation with The Contracts Manager or Directors and their permission has been given to proceed. Then the Company's regulations under Health and Safety at Work Act or Lifting Operations and Lifting Equipment Regulations will be enforced.

The Company's cranes and hoists must not be operated by the Contractor's employees unless and until permission has been given by The Contracts Manager or Directors.

Construction Materials

All health and safety data sheets will be readily available for inspection at the site office. A COSHH Assessment for substances shall also be readily available and the Risk Assessment Manual which will be kept up to date by the senior responsible person on site.

Should any materials be used, handled or removed from site, which are hazardous, a Risk Assessment is available at the site. Solo Group shall advise the contractor of any asbestos within the building and agreement shall be made upon repair or removal via a registered waste contractor before any further work commences.

Plant and Vessels Containing Dangerous Substances

Before any work is begun involving the use of flame or electric arc apparatus, or in the proximity to any plant, any tank vessel containing, or which has contained any flammable or explosive substance, a certificate must be obtained from The Contracts Manager or Directors to the effect that arrangements have been made for the work to be done without the risk of fire or explosion. No person shall enter a tank or chamber or other confined space in which dangerous fumes are liable to be present until a permit from The Contracts Manager or Directors states that it is safe to do so. Furthermore, the precautions set out in the Dangerous Substances and Explosive Atmosphere Regulations must be complied with.

Demolition

All building and demolition operations must be carried out in accordance with the Health and Safety at Work Act. Before work commences a Method Statement must be given to The Contracts Manager to ensure a safe system of work is employed, keeping personnel as far away as possible from the risks, the sequence for demolition avoids accidental collapse of the structure.

All demolition to be carried out shall be under the supervision of a competent named person who will follow any demolition Method Statement. All precautions shall be in place to restrict unauthorised access and reduce risk of fire.

Excavating

Before excavating work is begun there must be consultation with The Contracts Manager or Directors who will advise of the existence of electric cables, telephone cables, drains, gas and water mains. Excavation openings when left unattended, and at other times when necessary for the safety of persons in the vicinity, must be securely fenced or otherwise protected. All excavations and obstructions must be marked by a sufficient and effective lighting which must be in place during the period of darkness. During excavation work, the surrounding areas must be maintained in an orderly and tidy condition and loose materials of any type must not be left in, or allowed to, obstruct gangways or working space.

Overhead Work

No work may be carried out above the heads of the company's employees, gangways or roads until all precautions have been taken to ensure safety of other persons and plant below.

Work Near Overhead Electric Wires

No work may be carried out in the proximity of live overhead wires without consultation with and the permission of The Contracts Manager or Directors.

Scaffolding

Tower scaffolding shall be erected by competent persons, who have been trained. The register will be available for inspection and kept on the site.

No ladders shall be left in place after working hours unless boarded to prevent unauthorised access.

The use of brick guards, nets etc to protect the occupants of the site, visitors and general public shall be in place at all times.

Statutory notices shall be posted as required.

All specifications and design loading features will be readily available and this information given to all individuals who work on scaffolding. No scaffolding structure shall be overloaded. The safe working load of towers must be stated on the tower and users to be aware of these facts.

Ladders

All ladders to be used on site shall be on the ladder register inventory and inspected prior to use and thoroughly examined and recorded every 3 months by a competent person.

All ladders shall be set at the correct angle of 75° and made secure and extend sufficiently to provide a safe means of access.

All persons to be made aware of the risk of falls whilst working at height. Records of inspection shall be kept on site.

Training

Contractors before work commence to provide evidence to The Contracts Manager of their employees training for various tasks and duties, namely:

- a) Manual handling
- b) Plant and equipment operators
- c) Specific job training
- d) Personnel who use hazardous substances, COSHH
- e) Personnel who work at heights
- f) Proof of competency for personnel erecting tower scaffolds
- g) Induction site training
- h) Tool box talks
- i) Tradesperson to prove competency for site activities
- j) Personnel who change abrasive wheels and discs (Provisions and Use of Work Equipment Regulations 1998)

Personal Protective Equipment

PPE will be issued on a personal basis suitable for the individual and the task to be carried out. A record of PPE in use on site is available in the site office. Should at any time PPE be required by personnel walking through various work areas only as agreed by The Contracts Manager or Directors as necessary in connection with work, signs/notices are displayed and must ensure that they are wearing the correct PPE for the hazardous area.

Inspection of Electrical Services

All electrical supplies, temporary or permanent, shall be inspected and tested prior to initial use. Thereafter, a regular inspection shall take place in accordance with the Electricity at Work Regulations. These inspections would also include portable equipment. No lighting or equipment which is unsuitable shall be used, and where necessary intrinsically safe equipment shall be used.

Waterproof equipment and fittings will be used where deemed necessary.

Low voltage supply will be used on site.

Storage areas and traffic routes shall be provided with lights as required.

Electrical Contractors

Permit to work procedures will be used.

Isolation of supplies will be used where practical.

All contractors will provide proof of competency of all individuals who carry out electrical work.

All contractors will provide test and inspection records what will be kept up to date and available on site for viewing.

Adequate information and warning procedures will be in place to ensure the safety of non-involved personnel.

The contractor will notify The Contracts Manager or Directors before work commences of any interruptions in electrical supply.

Set up procedures to prevent harm being caused by interrupted supply.

No electrical contractor shall work on a live electrical circuit unless it is impractical not to do so. The contractor must ensure that the individual has been trained, is competent and has taken every precaution to safeguard himself and others from the dangers of live electricity. A permit to work will be issued by The Contracts Manager prior to any work being carried on live electricity.

Skips

Whilst on site contractors shall ensure the safe use of skips. All skips used shall be from a contractor who is registered, proof of registration shall be held at site office. All skip providers shall comply with the Environmental Protection Act and any supporting legislation.

All contractors shall ensure the safe filling of skips, so no hazardous substance or material likely to cause fire or any other risk to employees or persons in vicinity is put in the skips. This will also include not overfilling skips and inspection of skips each day so that no other article or substance not connected with the contractors or Solo Group waste is put in the skip. At the end of each shift the skip shall be made secure so as not to be an additional hazard when the contractors have withdrawn from site.

Waste Contamination

All waste shall be removed from site via registered waste disposal contractors. All materials will be removed safely. All dusty materials will be sheeted. All materials which could fall from vehicles will be provided with nets. All liquid waste will be taken away in sealed containers via the appropriate registered waste disposal contractor. Any spillages of liquid waste shall be controlled and prevented from going into watercourses, etc.

All the standard procedures for identifying potentially hazardous waste will be explored via responsible site a personnel, who is in doubt, will contact the relevant Health Authority for assistance and inform The Contracts Manager before removing any contaminated waste.

Storage of Materials

All materials to be used on site shall be stored safely and not stacked to heights that are unsafe. All cylindrical materials shall be stored safely and secured to prevent the rolling of material, i.e. chocked, banded or stacked and tied. All materials will be stacked to ensure adequate access and suitably segregated to ensure compatibility of materials. All tools or surplus materials left aloft or on ground level must be removed by the contractors on completion of the job.

Equipment and Tackle

Application must be made to The Contracts Manager or Directors if the use of any of the Company's plant, equipment or tackle is required by the Contractor. The Contracts Manager will make such arrangements as are necessary to safeguard the interests of the Company.

Use of Explosives

Under no circumstances must explosives be used without the written permission of The Contracts Manager or Directors and strict compliance with all the precautions set out therein.

Fire

Smoking is not permitted in any area within the main office or workshop.

Welding or burning may not be carried out without prior consultation and written permission of The Contracts Manager or Directors. In all cases accepted codes of practice must be adhered to.

The contractor should ascertain the location of the nearest fire extinguisher and its method of operation in the event that they are required to use it.

Electricity, Compressed Air, Steam or Other Pipe Supplies

In no circumstances will a contractor couple up to any of the above supplies without first obtaining permission of The Contracts Manager or Directors.

General

No contractor's employee shall be allowed to be beyond the area of his work except when necessary in connection with that work. He shall then go by a recognised route.

Reporting of Accidents

A responsible official of the contracting firm shall make himself aware of the location of the First Aid Facility. He shall ensure that his Site Engineers, Foreman and Charge-hands, or other responsible individuals, are aware of the location of the First Aid facilities. Attention is drawn to the reporting of accidents to the occupier and the enforcing Authorities under the Health and Safety at Work Act and RIDDOR.

Welfare Facilities

Before work commences the contractor must seek permission from The Contracts Manager to use Solo Group's welfare facilities as listed below:

- Toilets
- Washing and changing facilities
- Rest room
- Canteen
- Drinking water
- First aid facilities, kits and personnel.

Where this is not granted the contractor shall provide any necessary facilities.

Indemnity

The Contractor will indemnify the Company against any claims, actions or expense arising from the activities of the Contractor and/or his subcontractors in carrying out the contract work.

Without prejudice to the foregoing, the Contractor will maintain insurance in a sum not less than Five Million Pounds sterling to cover his liability under the aforementioned sections and shall produce on demand the Policy or Policies of Insurance and evidence of payment of the premium for the current year.

Contract

The above standing instructions are issued in the interests of both parties to the Contract. Failure to observe these standing instructions by any Contractor will invalidate their Contract without notice, which may lead to suspension or withdrawal of the Contract Agreement.

Contractors and Visitors

All visitors and contractors shall initially report to a responsible person directly.

No unauthorised access to the Works is permitted by the Company.

Authorised visitors will be accompanied by an authorised person who will issue them with the relevant personal protective equipment or personal protective clothing, which must be worn should it be required, when visiting/working/inspecting certain areas of the premises.

LIFTING OPERATIONS AND INSPECTION PROCEDURES

All lifting operations and procedures must comply with the Lifting Operations and Lifting Equipment Regulations 1998 and the Provision and Use of Work Equipment Regulations 1998 together with any other legislation such as the Health and Safety at Work Act 1974 and the Management of the Health and Safety at Work Regulations 1999. The latter concerns risk assessments.

All lifting operations must be planned to take into consideration the load, location, the equipment, environmental conditions, the strength and suitability of the equipment and any lifting ancillaries and any personnel who could be affected by the lift.

Where necessary all lifting equipment will be certificated and in scope with relevant documentation readily available.

The completion of Method Statements from the Client or Crane Hire Company will assist you in calculating how the task is to be completed. A Risk Assessment for the specific task should also be carried out; this of course can be generic as long as it is amended when circumstances change and the relevant facts are brought to the attention of the personnel concerned.

If the Company are carrying out the lift “Cranage” then the Method Statement/Risk Assessments will be completed by your relevant competent staff:

“COMPETENT PERSONS”

Ensure you provide adequate information, instruction and training and keep appropriate induction and specific job training records up to date, so you can prove the competence of the personnel concerned with the lifting task.

PLANNING AND ORGANISING THE LIFT

CONCERNS

- The Load
- The Environment
- The Equipment
- The People

INITIAL PLANNING

- Planning the Lift.
- Operations Safety.

COMPETENT

- Suitable Equipment
- Safe Equipment
- Competence of the Lift.

THE LOAD

- Weight, Shape, Size, Centre of Gravity and Lifting Points.

THE LOCATION

- Where is the load to be moved to?
- How often the Lifting Equipment is to be used for the task.

THE ENVIRONMENT

- In which the Lifting Equipment is to be used.

THE PEOPLE

- The people carrying out the task must be competent, due consideration must be given to any persons who could be affected by the lift.

THE EQUIPMENT

- Strong enough for the task.
- Stable enough for the task.
- Weight must be known.
- Suitable strength and stability.
- Assess the weight of the load.
- Assess the weight of the lifting accessories.
- Any additional factors such as wind.
- Regular care and maintenance, servicing etc.

(HSP61)

ANCILLARIES

- S.W.L. displayed.
- No overload.
- Suitable fixing, correctly fixed, strong and secure.
- Derate equipments S.W.L. if and when required.

POTENTIAL HAZARDS

- Overhead power lines.
- Mobile work equipment.
- Work equipment.
- Low Bridges.
- Buried services.
- Scaffolding.
- Buildings.
- People Working.
- Stacked material.
- If two pieces of equipment are to be used do not permit overlap known as “OVERSAIL”.
- Communication and signals must be clearly understood if visual, ensure correct positioning and if required more than one person may required as Banksman/Signalman.

SAFETY

- Always check stability.
- Anchorage.
- Counter balance weights, is ballast required or stabilisers.
- Do you need to build a purpose designed base for the equipment?

MUST KNOWS

- Operator must know how to rate or derate equipment when required e.g. multi legged slings.
- Must know basic methods of slinging loads.
- Pre-use inspections.
- Understand the marking of equipment.
- How to look after and store equipment correctly.
- Never overload equipment or ancillaries.
- Know how to correctly fix equipment.
- Operators must know how environmental conditions can affect safety.
- Type of work.
- Layout of work area.
- Wind, ice, snow, spillages, rain, sunlight, noise.

ALWAYS CONTROL THE RISK

- By using the correct type of equipment.
- By using the correct type of safety.
- Never overload the equipment.
- Know how the task is to be carried out.
- Know where the equipment is to be used.
- A plan must be in place if using two pieces of equipment and prevent overlap “OVERSAIL”.
- Plan the lift – SAFELY.
- Prepare the lift – SAFELY.
- Perform the lift – SAFELY.

MARKING EQUIPMENT

- Ancillaries – Slings, Shackles, Clamps.
- Swivel and eye bolts.
- Lifting magnets, vacuum lifters, lifting beams.
- Safe Working Load (SWL) used for lifting people must state so and state how many persons its S.W.L. is.

EXAMINATION

Is Required: -

- When it is first used, or following installation.
- Periodically during its life.
- Following certain exceptional circumstances.
- Examination in Service includes:-
 - (a) Rate of Wear.
 - (b) Damage.
 - (c) Harsh Conditions.
 - (d) Corrosive atmospheres.

SPECIFIC INTERVALS

- At specific interval.
- Examined in accordance with an examination scheme, as follows:-
 - (a) At least every 6 months, equipment lifting people.
 - (b) At least every 6 months, for lifting ancillaries.
 - (c) At least every 12 months for other lifting equipment.
- An examination scheme must be drawn up by a competent person.
The scheme should include:-
 - (a) Identify and specify all equipment to be thoroughly examined.
 - (b) Specify the intervals at which the lifting equipment or parts of it should be examined thoroughly.
 - (c) Specify any lifting requirements.

THOROUGH EXAMINATIONS IN SERVICE

- Age and condition of the lifting equipment.
- Harsh environment or conditions found on building sites.
- Frequency of use, number of lifting operations made by the equipment.
- Types of loads lifted by the equipment.

REVIEW REGULARLY

- Any changes to environmental conditions.
- Any changes in the type of lifting operations.
- Results from previous examinations.

THOROUGH EXAMINATIONS AND EXCEPTIONAL CIRCUMSTANCES

For Example:-

- Following an accident or dangerous occurrence.
- When using the equipment for a different purpose.
- When using the equipment in different conditions or a new environment.
- Following a long period out of service.
- Following severe weather conditions.

TESTING

- Refer to manufacturer's guidance for any test procedures.

INSPECTION

- Pre-use checks/inspections must be completed including functional test.

REPORTS AND DEFECTS

For example:-

- Cracked or deformed components.
- Corrosion of vital parts.
- Excessive wear or failure of moving parts.
- Misalignment.

RECORDS

- Records of inspections and examinations should be kept for ancillaries/ accessories for a minimum of 2 years.
- Documents relating to all other equipment must be kept until the equipment is taken out of service.

CODE OF PRACTICE

FOR

**CONTRACTORS &
SUB-CONTRACTORS**

WHEN WORKING FOR

Complete Interior Solution

Complete Interior Solution

HEALTH, SAFETY AND ENVIRONMENTAL INFORMATION FOR SUB-CONTRACTORS

(HSP70)

Introduction

The company operates a management system which complies with Environmental Management Standard and the Health and Safety at Work Act and associated regulations.

Through the implementation of this management system, the company has declared aims and objective related to improvement in its impacts on local and global environments and to ensure a safe working environment for employees and visitors alike.

As a subcontractor working on our site, we expect you to adopt these principles and objectives in the activities that you perform for us.

This document highlights some of the arrangements for environmental and health and safety control on site which we expect you to comply with.

Should you have any queries with any of the above please contact the undersigned.

James McErlean

(HSP70)

1. ENVIRONMENTAL ARRANGEMENTS

The following guidelines are provided for your benefit to ensure that you do not compromise our environmental system. Please make sure that you understand these guidelines.

1.1 Energy Conservation.

The company is actively engaged in an energy conservation programme involving the reduction in heat loss for buildings and the reduction in use of electrical power. You are asked to ensure that:

- (a) All doors and windows are kept closed wherever practicable and those long periods where external openings have to be made, that company personnel are aware of this fact.
- (b) Electrical equipment brought onto site or company equipment used is not left on and running unnecessarily.
- (c) The movement of vehicles around the site is kept to a minimum.

1.2 Waste Disposal.

YOU ARE RESPONSIBLE FOR REMOVAL OF ANY WASTE PRODUCED BY YOUR ACTIVITIES OFF SITE THROUGH AUTHORISED DISPOSAL ROUTES IN ACCORDANCE WITH APPROPRIATE LEGISLATION.

Under exceptional circumstances and only after consultation with the senior management may waste be deposited into our waste disposal points.

The siting of any skips to carry waste shall be discussed prior to the work commencing.

1.3 Fluid Discharge.

Where the activities involve a fluid discharge from either the job itself or waste produced by the job, full details of the nature of the discharge shall be communicated to The Contracts Manager **BEFORE THE WORK COMMENCES**. Arrangements shall then be made to ensure the discharge is directed to the correct discharge point.

1.4 Air Emissions.

Where the activities involve a discharge of particles, gases or vapours to atmosphere from either the job itself or waste produced by the job, full details of the nature of the discharge shall be communicated to The Contracts Manager **BEFORE THE WORK COMMENCES**. The environmental implications of the discharge will then be assessed and appropriate arrangements made to deal with it.

(HSP70)

2. HEALTH AND SAFETY, SITE ARRANGEMENTS

Below are our guidelines on the Health and Safety arrangement.

2.1 Health and Safety, Your Responsibility.

You are responsible for your own health and safety with respect to the hazards created by your own activities whilst on site. You are also responsible for ensuring that we are aware (in writing) of any hazards that you will create which may affect our employees i.e. provide suitable assessments covering areas detailed in Section 8.

2.2 Site Attendance.

You will be asked, when first entering the site, to sign the visitor's book. Should you have to leave the site for any length of time before the end of your visit, please leave via reception and sign out. On returning to the site, make sure you sign in. At the end of the day, you must sign out in the visitor's book **and sign in again on your next visits.**

2.3 Emergency Evacuation.

Should a situation arise requiring evacuation, an alarm will sound (continuous siren). Please make your way to the assembly point (car park). Make sure you inform the responsible person that you are there and accounted for.

2.4 Hazard Inventories.

Your permit will detail the main hazards associated with the jobs that you have to perform whilst on site. You should be aware, however, that each area of the factory has different hazards. Should you have to unavoidably enter another hazard area (not covered by your permit) for a prolonged period of time, please make sure you note the hazards associated with the area.

2.5 Personal Protective Equipment (PPE).

Your permit will detail the P.P.E. requirements for the area that you are assigned to work in. Again, if you have to work in another area, make sure you consult The Contracts Manager or Directors for **PPE Requirements.**

2.6 Equipment.

All electrical equipment used on our site **must be** tested and confirmed safe in accordance with the Electricity at Work regulations, and the maintenance and safe operation of all equipment used to carry out your activities **will be your responsibility.**

Use of the company's equipment is not permitted without prior consultation with The Contracts Manager.

2.7 Adverse Health and Safety Conditions.

Where your activities can create potential health and safety hazards (dust, emissions, trailing leads, moving machinery etc) you will inform The Contracts Manager **PRIOR TO COMMENCING THE WORK** so that suitable arrangements for the safety of employees can be made.

3. HAZARD INVENTORY

GENERAL RISKS AND HAZARDS

The Subcontractor must supply suitable written assessments to cover such activities as outlined below and any other tasks that could affect themselves and/or our employees.

1. Entanglement in moving machinery.
2. Impact with swarf particles.
3. Impact of heavy objects.
4. High pressure liquids and gases.
5. Slippery floors.
6. Contact with hazardous chemicals.
7. Trip hazards from untidy housekeeping.
8. Collision with moving vehicles – Fork Lift.
9. Noise
10. Electrical hazards.

Personal Protective Equipment

Signs are erected around the site showing minimum PPE requirements; they must be obeyed at all times.

(HSP70)

Permit no.

PERMIT TO WORK

Delete as required:

External Contractor

Unit: Name of Company:

Name: Address:

Date: Name of Person:

Date:

Hot Work Mechanical Electrical

I certify that all equipment has been examined by

Statusand that the undermentioned persons are authorised to

Carry out work for the purpose of

- Name of authorised persons 1. 2. 3. 4.

Details of precautions taken relevant to the equipment clarified above:-

Examples listed below:-

Table with 3 columns: Question, YES, NO, N/A. Rows include: 1. Electrical isolated?, 2. Supply locked off?, 3. Are the valves turned and locked off?, 4. Ventilation and supply of are adequate?, 5. Person entering vessel to notify personnel?, 6. Life lines to be used?

APPENDIX 1

- | | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 7. Surrounding areas inspected? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Combustible materials removed/covered? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Dry sand available? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Extinguishers/Type checked? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Buried electrical cables? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Overhead cranes? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Traffic (Road)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Fragile or dangerous roof coverings/edge protectors? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Aware of Health and Safety Policy Procedures? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

State Protective Equipment

.....

Other specialised areas not listed

This certificate is valid for hours from date and time shown above. If work is to continue, a further certificate is required.

Signature of Production Manager: Date Time

Completion of Work

The work has been completed satisfactorily as specified.

Production commenced? YES NO Time:

Persons and equipment withdrawn from identified area? YES NO

Electricity connected? YES NO

Signature of Person Completing Work Date Time

CANCELLATION - certifying work tested and plant satisfactorily recommissioned

Job Completed

All work has now been completed; the men and equipment have been withdrawn from the area identified above.

This permit is hereby cancelled.

Date Time Signature

UNDERTAKING

I acknowledge that I have read and fully understand the Code of Practice for Contractors and Sub-Contractors working on the premises.

.....

I undertake that I and my employees and Sub-Contractors will, at all times, observe and conform with each and every provision of the said Code of Practice.

Signed:.....
CONTRACTOR

On behalf of:.....

Date:.....

Please return this signed and dated undertaking to your Company contact, along with a copy of your insurance certificate(s).

Contractor/Sub-Contractor Health & Safety Assessment

1) Details of Contractor/Sub-Contractor

Name of Company:.....

Address:.....

.....

Telephone No.:.....

I certify that the details given in this Assessment are correct and accurate.

.....(Signature)

Surname-Initials (Block Capitals).....

Title:..... **Tel No:**.....

Date:.....

2) Nature of Business

Please indicate the type of work services you provide and for which you wish to be considered.

.....

.....

3) Health & Safety at Work Act. Policy Statement

3.1 Please attaché a copy of your latest policy organisation and arrangements under the Health & Safety at Work Act 1974.

3.2 What is the name, initials and title of the individual in your company responsible for co-ordinating Health & Safety matters and reporting on these to your board of directors?

4) Safety Surveillance and Advice

Please give the name, initials, title of your professional Safety Officer, Advisor or Consultant.

.....

Address:.....

..... **Tel No:**.....

5) Health & Safety Training

5.1 What Health & Safety training has been given to the site engineers involved? (Please give details).

.....
.....

5.2 If you were successful in obtaining a contract from us, what Health & Safety training has been given, or would be given, to the operatives involved? (Please give details with dates, or indicated future training schedule)

.....
.....

6) Accident Investigation and Records

6.1 Please attach, if available, latest company accident statistics and indicate their basis.

6.2 What is your procedure for investigating and reporting accidents, dangerous occurrences, or occupational illnesses?

.....
.....
.....

(Please attach example of company accident report, if available)

7) Membership of Safety Groups

Please detail membership of relevant groups.

.....
.....
.....

8) Plant, Equipment and Vehicle Maintenance and Inspection

How do you ensure that plant, equipment and vehicles for use on site are issued and kept in a safe condition?

.....
.....
.....

9) Safe Systems of Work

Please give brief details of appropriate systems you have developed (i.e. permit to work systems, laid down safety procedures, safety manuals, etc).

.....
.....
.....

10) Sub-Contractors

How do you assess the Health & Safety record and competence of companies with who you place contracts?

.....
.....
.....

11) Code of Practice for Contractors/Sub-Contractors

Please read the attached Code of Practice for contractors/sub-contractors and sign and return the undertaking at the rear of the Code of Practice.
(NB: Approval for your company to work under or for our company may not be given unless this is done.)

12) Other Relevant Information

Is there any other information we should have, to assist us in the assessments of your capabilities to work effectively on Health & Safety?

.....
.....
.....
.....

Contractor/Sub-Contractor Health & Safety Assessment Form

Contract Reference No:.....
Site Location:.....
Start Date:.....	Estimated Completion Date:.....

<p>INFORMATION TO BE SUPPLIED BY CONTRACTOR</p> <p>Name of Contractor:.....</p> <p>Tel No:.....</p> <p>Name of Sub-Contractors:.....</p> <p>Contractor's Nominee:.....</p> <p>.....</p> <p>Ext/Tel No:.....</p>	<p>Brief description of work involved:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
--	---

Total number requiring entry onto Occupier's Site:.....

We, or our Sub-Contractors wish to bring on site. The work will involve the following and/or use by agreement the following hazards:-

Materials	Equipment	Services	Conditions
Asbestos <input type="checkbox"/>	Abrasive Wheels <input type="checkbox"/>	Electricity <input type="checkbox"/>	Overhead Working <input type="checkbox"/>
Explosives <input type="checkbox"/>	Pneumatic Drills <input type="checkbox"/>	Water <input type="checkbox"/>	Excavations <input type="checkbox"/>
Flammable <input type="checkbox"/>	Scaffolding/Ladders <input type="checkbox"/>	Compressed Air <input type="checkbox"/>	Entry into Ductwork <input type="checkbox"/>
Toxic <input type="checkbox"/>	Cartridge Stud Guns <input type="checkbox"/>	Effluent Disposal <input type="checkbox"/>	Pits/Other Confined Spaces <input type="checkbox"/>
Oxidising <input type="checkbox"/>	Welding Equipment <input type="checkbox"/>	Solid Waste Disposal <input type="checkbox"/>	Sub-Station <input type="checkbox"/>
Corrosive <input type="checkbox"/>	Lifting Equipment <input type="checkbox"/>	Steam <input type="checkbox"/>	Isolation of any Service <input type="checkbox"/>
Harmful <input type="checkbox"/>	Vehicles <input type="checkbox"/>	Gas <input type="checkbox"/>	Special Hazards Specify:-
Irritant <input type="checkbox"/>	Laser <input type="checkbox"/>	Company Equipment Machinery, etc <input type="checkbox"/>	
Ionising Radiations <input type="checkbox"/>	X-Ray <input type="checkbox"/>		
Compressed Gases <input type="checkbox"/>	Power Tools <input type="checkbox"/>		
Specify other Specialised Materials:-	Machinery <input type="checkbox"/>	Others Specify:-	
	Site Huts <input type="checkbox"/>		
	Specify other Specialised Materials:-		

SUN SAFETY PROCEDURE

The Company recognises its statutory duty to ensure the Health and Safety of its employees which extend to Environmental conditions including working in direct sunlight and endeavouring to identify those staff who may be at risk from sun exposure.

Outdoor workers are at more risk from excessive exposure to the sun's ultra violet (UV) radiation and therefore at greater risk from skin cancer. Therefore we consider exposure to UV radiation by our employees as an occupational health hazard and where prevention is not practicable specific protection arrangements shall be implemented, such as a Health and Safety Sun care Risk Assessment questionnaire (see HSF155).

Suitable training in the measure to prevent over exposure to UV radiation to reduce the risk of skin cancer which will include:-

Informing staff to take care not to burn.

Ensure appropriate clothing is worn i.e. overalls or shirts and trousers which cover arms and legs at all times.

All staff shall take breaks in the shade and where there is exposed parts of the body i.e. arms and face, shall generously apply suitable sun cream, taking into account application of sun cream should be done frequently during the hottest part of the day (between 11.30 am and 2.30 pm).

All employees shall inform their Supervisor of any moles which change shape or colour, itch, weep or bleed and shall be referred to the Company's GP.

HANDLING AND DISPOSAL OF HYPODERMIC NEEDLES

The Company recognises the need to prevent needlestick injuries, skin punctures caused by hypodermic needles referred commonly as “sharps”.

In compliance with statutory requirements under the Control of Substances Hazardous to Health Regulations (COSHH), where our employees are likely to be exposed to risks from “sharps” during the course of their employment an assessment shall be carried out identifying the potential areas where “sharps” may be found and those employees at most risk.

Personnel at Most Risk

The Company recognises the following activities and employees at most risk from “sharps”.

Personnel

- Personnel involved in house repairs in void properties and general refuse and waste collection.
- Personnel visiting and surveying uninhabited properties.
- Grounds maintenance staff.
- Building technical personnel.
- Plumbers and decorators.
- Maintenance personnel, cleaning operatives and personnel carrying out tasks in flat complexes and public buildings.
- Beach workers.
- Public work employees.
- Personnel on site filling skips.

Risk Areas

Discarded hypodermic syringes can be almost anywhere and the most significant areas are likely to be:

Properties:

- Void properties which have been or are inhabited by squatters.
- Properties currently vacated by people who may be taking prescribed or non-prescribed drugs.
- Flat complexes including lift shafts and corridors.
- Public buildings or having access by the public.

These needles have been found in the following locations in relation to these properties.

- Soft furnishings – mattresses, settees or carpets, etc.
- Floor or roof voids.
- Cupboards.
- Refuse or waste bins.
- Wall linings.
- Gardens.
- Sheds and garages.

Parks and Gardens

- In ditches.
- In long grass and undisturbed areas.
- Flower beds.
- Refuse bins.
- Discarded drinks cans or bottles.
- Playgrounds – in sandpits and other coverings such as tree bark, wedged in play equipment.

Refuse Bags/Bins and Skips

There is no obvious indication until the bag is lifted or refuse disturbed and the needle protrudes or is exposed.

Toilets in Domestic Premises for Public Access

- Behind toilets.
- Toilet cisterns.
- Refuse containers.
- Paper holders.
- Discarded needles which may become trapped in S-bends eventually causing blockage and posing a risk for plumbers.

All work carried out within these areas including any items that need moving will be done with extreme caution and in accordance with the Company's statutory obligations and laid down procedures.

ACTIONS ON DISCOVERING HYPODERMIC SYRINGES

If found on occupied private property then contact shall be avoided with the sharps and inform the owner of the property requesting that before any more work is carried out that suitable arrangements for collection and disposal are made.

If found in unoccupied or on any site and there is no immediate risk to members of the public or our employees contact the Company's Managing Director who will arrange for the safe collection of the "sharps" and disposal via a Registered Waste Contractor.

Whilst emptying refuse sacks or litter bins, care shall be taken when removing the container and emptying the contents into the bags provided. Employees shall take extra care if any liners are missing as there may be broken glass, hypodermic needles or substances loose in the bin. Employees shall be provided with suitable gloves and will wear them whilst carrying out these tasks.

All suspicious materials shall be left in the bin or skip and contact shall be immediately made with the Company's Managing Director for further advice or action.

PROCEDURE FOR REMOVING HYPODERMIC SYRINGES (SHARPS)

- Have a proper 'sharps container' available to deposit sharps in.
- If a proper container is not readily available use a glass/rigid/strong cardboard container that can be sealed. This should be clearly marked "HAZARDOUS CLINICAL WASTE" and only used until a proper sharp container can be obtained.
- Good fitting strong suitable gloves must be worn before handling a sharp. A good fitting glove is essential to ensure a positive grip.
- Do not attempt to break the needle end off unless the sharps container has a facility to do this and it is necessary for getting the sharp into the box.
- Under no circumstances are sharps to be handled with bare hands.
- Always keep the needle end of the sharp pointing away from your body.
- Where possible wash gloves before removing them.
- Where gloves are obviously contaminated remove them by pulling them off so they are inside out. Double bag them in plastic bags and mark as 'Clinical Waste'. Dispose of them along with the sharps containers.

N.B. Under no circumstances are sharps or their containers to be disposed of in refuse bins, sacks or plastic bags of any description.

EMPTYING LITTER BINS

- As litter bins could be high risk disposal areas for sharps, caution is essential when emptying them. Most bins will have a liner or a plastic bag to contain the rubbish.
- When removing the bag, be aware of the risks of sharps sticking through the bag. Hold the bag away from your body.
- When emptying liners, hold them in a manner that does not put your hands at risk as the rubbish empties.
- Where the liner or bag is missing, use a litter stick to remove items until you can be sure that there is no risk. If necessary, tip the contents out onto a bin bag first.

N.B. Under no circumstances should you put your hands into a bin to empty it.

DISPOSAL OF SHARPS CONTAINERS

The ultimate disposal of sharps within their containers is by incineration via a Registered Waste Contractor who shall be informed when the sharp box is ready for disposal, which will be stored in a locked cabinet or container until the prearranged regular collection is carried out.

N.B. Containers containing sharps shall not be stored for long periods.

OBTAINING SHARPS CONTAINERS

Containers will be readily available and accessible via the Company's stores upon request.

TRAINING

All employees who are at risk shall be informed of the needlestick hazards which include:

- Hepatitis B & C
- Human Immunodeficiency HIV
- Tetanus – if the needle has been contaminated by soil.

The risk of infection is dependant on:

- Whether the needle was used by a person infected by HIV or Hepatitis viruses.
- How much material enters the bloodstream.
- How long since the needle was discarded

N.B Viruses from both Hepatitis B & C and HIV can last for weeks or months particularly is the syringe has not dried out.

In the case of Hepatitis B & C, some personnel may have an immunity to the infection. A subsequent blood test is the only method of identifying this.

The Company's procedure for identifying sharps, obtaining use and disposal of sharps boxes is by authorised personnel and records of such training shall be kept.

FIRST AID TREATMENT FOR NEEDLESTICK INJURIES

- Encourage the wound to bleed by applying pressure around the area, not directly on the wound itself.
- Do not suck the wound.
- Wash well under cold running water without soap.
- Apply a dry dressing to the wound.
- Seek medical advice as soon as possible.

N.B. An accident report form must be completed for all needlestick injuries.

EQUAL OPPORTUNITIES POLICY

Introduction

The company is committed to a policy of treating all its employees and job applicants equally. No employee or potential employee shall receive less favourable treatment or consideration on the grounds of race, colour, religion, nationality, ethnic origin, sex (Including Gender Reassignment), disability or marital status or will be disadvantaged by any conditions of employment or the company's requirements that cannot be justified as necessary on operational grounds.

Statutory Obligations

The Equal Opportunities Commission (EOC) and the Commission for Racial Equality (CRE), set up by the Acts to work towards the elimination of discrimination and to promote equality of opportunity, these codes of practise on equal opportunities in employment have been endorsed by Parliament. They do not have the force of law, but they can be brought in evidence in employment tribunals. The Company's code of practise, which is set out below, is consistent with these codes.

The Disability Discrimination Act 1995 (DDA) introduced measures to prevent discrimination against disabled people in employment, in the provision of goods and services, and in buying and renting land and property. The DDA defines a disabled person as a person with 'a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities'. A Disability Rights Commission (DRC) has been created under the DDA with similar functions to those of the EOC and CRE. Guidelines on the implementation of the DDA have been issued by the Government, and the code of practise below is consistent with these guidelines.

The Human Rights Act 1998 incorporates the European Convention of Human Rights into UK law. Article 8 guarantees the right to respect for private and family life and Article 14 prohibits discrimination on any reasonable ground (which will include sexual orientation).

Selection of Staff

1. Policy Statement

The policy and practise of the Company ensures that all staff will be afforded equal opportunities within employment and entry into employment with the Company and progression within employment will be determined only by personal merit and the application of criteria, which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of their sex, marital status, sexual orientation, racial group, or disability.

(HSP91)

EQUAL OPPORTUNITIES POLICY (cont)

2. Code of Practise

The Company welcomes diversity amongst its staff and seeks to ensure that every candidate for employment shall be treated fairly, and selection is based solely on the individual merits of candidates and on selection criteria relevant to the post. To comply with its Statutory Duties and in accordance with the Company's aims, the Company shall be committed to the principle of equality of opportunity, will adhere to the following procedure in the conduct of the recruitment and selection process for all posts.

a) Selection Criteria

Selection criteria for all posts will be clearly defined and reflected in the further particulars sent to candidates, which will also include details of the Company's commitment to equality of opportunity. Job qualifications or requirements which would have the effect of inhibiting applications from members of particular groups, such as those of one sex, persons of a particular marital status or sexual orientation, persons of a particular racial group, or those with a disability, shall not be demanded or imposed except where they are justifiable in terms of the job to be done. (For the purpose of this code, 'racial group' means a group of persons defined by reference to colour, race, nationality, or ethnic or national origins.)

b) Advertising

Job advertisements shall be widely publicised so as to encourage applications from a broad range of suitable candidates from all backgrounds. All job advertisements placed on behalf of the Company will state the Company's continued commitment to equality of opportunity by including a footnote or final note indicating this. Where further particulars are prepared they should quote in full the Company's Equal Opportunities Policy Statement and make reference to the Company's maternity leave provisions. Further particulars should also be made available in large print, tape, or other formats when they are requested by disabled applicants.

c) Selection Methods

All those handling applications and conducting interviews shall be aware of the principles of the Sex Discrimination Act, the Race Relations Act, the Disability Discrimination Act, and other relevant legislation. The Company will ensure that training and advice are available in furtherance of this requirement. All candidates will be compared objectively with the selection criteria, and all applications will be processed the same way. Information sought from candidates and passed to those responsible for appointments will relate only to the qualifications for or requirements of the job. The Company shall ensure that its Statutory Obligations make such adjustments to the workplace and to working arrangements as are reasonable to accommodate suitably qualified disabled applicants.

EQUAL OPPORTUNITIES POLICY (cont)

d) Interviews

Wherever suitably qualified persons are available, there shall be at least one member of each sex on the bodies responsible for shortlisting, interviewing, and making or recommending an appointment. Interview questions will relate to the selection criteria. No questions will be based on assumptions about roles in the home and the family, or the assumed suitability of different ethnic groups for the post in question. All questions about private personal relationships, marital status, children, domestic obligations, marriage plans, or family intentions shall not be asked at interview. Questions about a candidate's ability to 'fit in' with colleagues will also be construed as unlawful discrimination. Where it is necessary to obtain information on personal circumstances (for example, in relation to a selection criterion such as flexibility to work irregular hours) or shall not be able to work well with colleagues, questions about this will be asked equally of all candidates, like other questions, shall only relate to the job requirements. In the case of disabled applicants who identify themselves at the application stage, appropriate interview arrangements i.e. providing accessible interview rooms or the assistance of a sign interpreter) shall only be offered to enable candidates to compete on an equal basis.

e) Record Keeping

Details of candidates and of selection decisions (which includes the rationale for selection or rejection) shall be kept for at least six months after an appointment has been made, in case they are required as evidence by an employment tribunal or for other proceedings. The Company will keep records of the sex, ethnicity, and any disability of its staff and of all candidates, those shortlisted and appointed. The gender composition of selection panels shall be monitored. Records shall be used to determine whether members of one sex or persons of a certain racial group or those with a disability do not apply for employment, or apply in smaller numbers than might be expected, or are shortlisted or appointed in a lower proportion than their application rate, or are concentrated in certain jobs. Where such under-representation is identified, positive action initiatives will be developed in accordance with the provisions of the Sex Discrimination Act 1975, the Race Relations Act 1976, and any other relevant national legislation. The Company will investigate the practicalities of monitoring progression within employment, including access to training and development, promotion and grading.

f) Review of Recruitment Practise

Recruitment procedures and practises will be kept under review so as to ensure that this code is being adhered to. The Company's, personal Equal Opportunities Officer has responsibility for advising on the operation of this code and for the distribution to those involved in the recruitment and selection processes of information about the Sex Discrimination Act, the Race Relations Act, the Disability Discrimination Act, and other relevant legislation.

Review of the recruitment procedures and practises shall be carried out every twelve months by the personal and Equal Opportunities Officer.

EQUAL OPPORTUNITIES POLICY (cont)

Every member of management and all employees are instructed that: -

- 1) There should be no discrimination on account of race, colour, religion, nationality, ethnic origin, sex, disability or marital status.
- 2) The company will appoint, train, develop and promote on the basis of merit and ability.
- 3) All employees have personal responsibility for the practical application of the company's equal opportunities policy.
- 4) Special responsibility for the practical application of the company's equal opportunities policy falls upon Management involved in the recruitment, selection, promotion and training of employees. These special responsibilities give rise to training needs for which provision should be made.
- 5) The company's grievance procedure is available to any employee who believes that he or she may have been unfairly discriminated against
- 6) Disciplinary action will be taken against any employee who is found to have committed an act of unlawful discrimination. Serious breaches of the policy will be treated as gross misconduct as will sexual or racial harassment.
- 7) In the case of any doubt or concern about the application of the policy in any particular instance, any member of staff should consult the Personnel Department.
- 8) The company is committed to an Equal Opportunities Code of Practise, which sets out how the Equal Opportunities Policy is to be implemented.

Duty of those Responsible for Staff

All members of Management are responsible for eliminating any sexual harassment of which they are aware.

Failure to take appropriate steps will be considered failure to fulfil all the responsibilities of the position.

Appropriate training will be provided on request for Management to heighten their awareness and enable them to cope with potential problems.

EQUAL OPPORTUNITIES POLICY (cont)

Complaints Procedure

Employees need not fear that they will be victimised for forwarding a complaint of sexual harassment.

Retaliation against a member of staff for complaining about or giving evidence about sexual harassment is a disciplinary offence.

Wherever possible the member of the staff who believes that she/he has been the subject of sexual harassment should in the first instance ask the person responsible to stop the harassing behaviour. If the harassment continues or some employment consequences result a complaint under the procedure should be made as follows:

- 1) The member of staff who believes she/he has been the subject of sexual harassment should report the alleged act to his/her Manager. If the member of staff would find this embarrassing, or the complaint is about the Manager, the report should be made to another member of Management within the branch/department or to the next line of Management or to the Personnel Department.
- 2) All complaints will be handled in a timely, confidential and sensitive manner and members of staff will receive a fair and impartial hearing.
- 3) If the investigation reveals the complaint is valid, prompt attention and action designed to stop the harassment immediately and prevent its reoccurrence will be taken and the company's disciplinary procedure will be used as appropriate. In such circumstances if relocation is appropriate every effort will be made to relocate the harasser and not the recipient.

VIOLENCE AT WORK POLICY

1. INTRODUCTION

The Company recognises it's statutory duty to ensure that any aggression and violence as a potential risk to employees whilst at work is prevented. This procedure highlights the Company's systematic approach to ensure that so as far as possible, the procedures are adopted through the organisation.

It recognises that different staff groups might well be subject to different levels of risk which shall reflect additional advice or support such as providing means of communications i.e. mobile telephones.

Those at risk are staff who regularly deal with members of the public who may be angry, distressed, disturbed, ill, embarrassed or resentful. The resulting feelings can be aggression and violence directed at our employees.

Violence from the public can be defined as "Any incident in which an employee is verbally abused, threatened or assaulted by a member of the public in circumstances arising out of the course of their employment".

2. STATEMENT OF POLICY

- 2.1 The Company acknowledges the risk of violence and aggression towards staff while at work and affirms that such violence, threat of violence and aggression or verbal abuse is wholly unacceptable. The Company will ensure that employees are provided with, in so far as reasonably practicable, a safe place and safe systems of work and that where employees are subjected to violence and aggression, they are provided with appropriate support.
- 2.2 It will be the responsibility of the Director to ensure that all the procedures are brought to the attention all the employees
- 2.3 The Company will consider as unacceptable:
- i) Severe verbal abuse or threats to its employees.
 - ii) Verbal or physical harassment of its employees including racial or sexual harassment.
 - iii) Verbal or physical abuse to employees outside working hours, arising from employment with the Company.
 - iv) Attacks on or damage to employees property arising from or in connection with employees carrying out their duties.
- 2.4 The key areas that can have a substantial impact to the performance of this policy are:-
- i) The prevention of violence.
 - ii) Dealing appropriately with acts of violence and aggression.
 - iii) Monitoring and aftercare.

(HSP93)

3. PREVENTING VIOLENCE AND AGGRESSION

- 3.1 The Company will implement procedures whereby the possibility of employees being harmed is reduced or removed.
- 3.2 Certain tasks and jobs may leave some employees more susceptible to violence and aggression than others. The personal safety of such employees will remain a prime management consideration when designing jobs and allocating tasks. Personal alarms, mobile telephones or radios will be issued to those employees where risk assessments identify the need.
- 3.3 Interview rooms will, where considered appropriate, be equipped with panic buttons and screens to protect employees. Such needs will be balanced against customer care needs as in some cases a screen can be a barrier to effective communication.
- 3.4 Training will be provided for employees who are considered to be in a potential risk situation, specific job training will include:
- i) An understanding of fear and aggression.
 - ii) How to avoid/diffuse potentially violent situations.
 - iii) What to do if threatened or attacked.
 - iv) What support is available if threatened or attacked and how to obtain it.

Additional elements will be included for managers covering:

- a) An understanding of the impact of fear, violence and aggression on employees and their work performance.
- b) The necessity for managers to adopt a sympathetic and clear response so that employees are encouraged to report such issues.
- c) The need for managers regularly to review operational procedures.

4. PROCEDURES IN THE EVENT OF VIOLENT OR AGGRESSIVE ACTS

All abuse or violence to our employees must be reported to the Director. The necessary first aid will be provided to the employee in the event of an injury. In the case of serious assault the incident shall be reported to the Police.

Support shall be given to any employee who is subject to violence or abuse, including any time off work required for interviews or attending court shall be deemed in Company time. Counselling will be provided where it is considered necessary.

5. MONITORING

The Director shall be responsible for monitoring all incidents of violence and aggression, this will be done via the reporting of all such incidents.

6. RECORDS

Discreet recording systems will be in place where employees can be made aware of potential risks at certain addresses or particular individuals.

N.B. These records will not be kept on computer as this will constitute a breach of the Data Protection Act 1984.

7. GUIDANCE FOR EMPLOYEES IN PREVENTING OR AVOIDING VIOLENCE AND AGGRESSION

7.1 External Visits

- a) Be on time for appointments.
- b) Prepare for the visit, ensure you know, as far as possible the problems you might face. If you do not know the answer to something say so, do not waffle or provide mis-information.
- c) Before leaving the office ensure that you have complied with the guidance on external visits.
- d) If you have been issued with a mobile phone ensure the battery is sufficiently charged before departing.
- e) Check for any known details about who you are going to visit. If there is a known history from the files.
- f) If you have a particular fear of dogs, ask your supervisor for a personal dog alarm.
- g) On arrival at your location, park your car where possible in a well lit area and facing the easiest exit route. Keep car keys separate from brief cases, handbags etc.
- h) Check the signal strength on your mobile phone. You will then know if you can rely on them.
- i) Always show your identification on arrival.
- j) If the person you are supposed to see is not there, do not enter, ascertain if they will be there by a certain time and say you will return. Alternatively, leave a message for them to contact you at the office to re-arrange the appointment.
- k) On entering any premises, try to note the exit route. Never underestimate the threat, trust your intuition and feelings. If you sense something is wrong, then there probably is. In which case withdraw from the situation, make an excuse, say you are unwell and use your phone or radio to inform your office. Such action should indicate to the office that you might be in a potential problem situation.
- l) Once clear, inform the office that you have left.
- m) If a general interview develops to an aggressive stage, do not respond in the same manner. Try to defuse the situation by staying calm, try to speak slowly and clearly. Meeting aggression with aggression will resolve nothing. Try to identify what the client actually wants, but remember, make no promises that you do not have the authority to make.
- n) Avoid adopting an aggressive stance i.e. standing with arms folded, hands on hips, wagging a finger, waving arms, as they will only incite an already difficult situation.

(HSP93)

7.2 Office Interviews

- a) Check that an interview room is available. If the individual concerned has a known history of violence or you have reason to suspect a confrontational situation might arise, elect to use a secure interview room where there is separation from the client. Alternatively, use an interview room that has panic buttons but ensure someone is on hand to respond if needed.
- b) If a secure room or one fitted with panic buttons is not available and you anticipate problems, ask your supervisor to provide a second person to attend the interview.
- c) Always ensure someone knows that you are going to conduct an interview and where it is to be held.
- d) Where possible check the interview room first, ensure that there are no loose items that could be used as weapons.
- e) The interview room should be clean and tidy, not partially used as a storeroom.
- f) If the room only has one door always show the client in first, so that you end up sitting nearest the door. You will then have the advantage if you need to withdraw in a hurry.
- g) At the conclusion of any interview, whether internal or external, inform your Supervisor of any relevant details you consider might benefit yourself or colleagues in the future.

7.3 Cash Handling or Carrying

Employees who handle or carry cash as part of their duties should not put themselves or their colleagues at risk in defence of the money. If challenged in a robbery situation they should hand the money over as instructed and make no attempt to obstruct the perpetration of the act in any way.

7.4 Abusive Telephone Calls

- a) Be patient, after a few moments the abusive language may abate.
- b) If the customer does not calm down, advise them clearly that unless they are able to continue the discussion in a civil manner, the call will be terminated.
- c) If it is impossible to supply a satisfactory answer to the query, offer to pass the customer to a supervisor.
- d) **DO NOT PANIC.**
- e) Do not put the receiver down immediately.
- f) Do not become upset.
- g) Do not lose your temper.
- h) Do not be tempted to react with a similar response.
- i) Do not take remarks personally.
- j) If after giving a warning, behaviour does not improve then you may terminate the call.
- k) All calls of this nature should be mentioned to your supervisor so that he or she is aware and the incident can be noted.

MANAGING STRESS IN THE WORKPLACE

1. INTRODUCTION

The purpose of this policy is to set out the policy and procedures for managing potential problems of stress in the workplace.

2. AIMS

The aims of this policy are:

- 2.1. To ensure that all Managers recognise and accept that stress in the workplace is a legitimate health and safety issue.
- 2.2. To encourage Managers to be pro-active in endeavouring to prevent employees, through good management practices, being exposed to excessive levels of stress in the workplace.
- 2.3. To develop a strategy for dealing with stress in the workplace.
- 2.4. To encourage those employees experiencing stress or stress related conditions to seek help, safe in the knowledge that they will not be subjected to discrimination or made to feel that experiencing stress means failure or weakness on their behalf.
- 2.5. To achieve compliance with the Company's statutory obligations under both employment and health and safety legislation.
- 2.6. To underpin the standards and aims set out in the existing policies for Health, Safety and Welfare, Sickness Absence Management, Equal Opportunities, Caring, Grievance and Harassment policies.

3. WHAT IS WORK-RELATED STRESS

Work related stress is defined as “a process that can occur when there is an unresolved mismatch between the perceived pressures of the work situation and an individual's ability to cope”. It is the adverse reaction people have to excessive pressures or other types of demand placed upon them.

Pressure and stress should not be confused. Being under pressure can be motivational and improve performance. It is when the demands and pressures become excessive that it leads to stress.

Although some groups of people report more stress related problems than others, feeling stressed at work is not confined to particular occupational groups or levels within organisations. No-one is immune to the potential risk of experiencing stress where they perceive they cannot cope with what is being asked of them at work.

(HSP95)

4. THE EFFECTS OF STRESS

Stress not only results in increased sickness absence but employees suffering from stress whilst at work will potentially be under-productive, demoralised and more prone to accidents and mistakes. While the monetary costs can be significant; the human costs can also extend to not only those initially directly involved but ultimately to colleagues and families as well.

Stress effects can involve:

- **Physiological**
Fatigue; headaches; shortness of breath; nervousness; excessive sweating; sickness; migraine; back pain; clumsiness; coronary heart disease; high blood pressure; indigestion; gastric ulcers and looks down and generally unwell.
- **Psychological**
Irritability; tension; boredom and job dissatisfaction; loss of self-esteem; lack of self-confidence; withdrawal; apathy; lethargy; lack of concentration; feeling of being overwhelmed and ineffective; anxiety states (phobias, obsessions etc) and depression.
- **Behavioural**
The above symptoms can lead to the following: absence from work; aggression to colleagues; poor time keeping; excessive smoking/drinking; loss of appetite or overeating; disturbed sleep patterns; reduced work performance; cynical and negative attitudes; withdrawal from social contact; confusion and increasing forgetfulness.

N.B. Stress is not the same as ill health or pressure. But in some cases, particularly where pressures are intense and sustained, the effects of stress can be far more damaging leading to long term psychological problems and physical ill health.

It will be emphasised to all employees that every case of stress does not arise from the work place but every case of stress has the potential to have an effect in the workplace.

5. CAUSES OF STRESS IN THE WORKPLACE

Work-related stress can be caused by many factors, and there is no simple way of predicting what will cause harmful levels of stress. People respond in different ways to pressure and what may be one person's exciting challenge may cause virtual panic in another. It is however more likely to occur where:

- Prolonged pressures pile on top of individuals.
- People feel trapped and unable to exert any control over the demands placed on them.
- People are confused by conflicting demands made on them.

In the workplace this may be caused by:

- Poor management and organisational culture
- The nature of the job and overload of work
- A long hours culture
- Excessive travel
- People feeling a high degree of uncertainty about their work, their objectives or their job and career prospects including job security
- Work schedules being inflexible, over-demanding and lack of control over their own work
- Conflict between individuals i.e. poor work relationships
- Lack of understanding and leadership from managers or Foremen
- Work life balance
- Physical conditions in the working environment
- Pay and benefits
- Political pressure
- Lack of training and support failure to take account of individual factors

6. FACTORS WHICH MAY INDICATE A STRESS PROBLEM

Staff attitude and behaviour

- Changes in dietary habits
- Loss of motivation and commitment
- Changes in smoking and drinking habits
- Staff working increasingly long hours for diminishing returns
- Erratic or poor timekeeping
- Headaches, panic attacks, irritability, tiredness, mood swings, feeling unable to cope.

Work Performance

- Reduction in output or productivity
- Increase in wastage and error rates
- Poor decision making
- Deterioration in planning and control of work
- Difficulty concentrating

Relationships at Work

- Tension and conflict between colleagues
- Poor relationships with clients/customers
- Increase in industrial relations or disciplinary problems
- Difficulties listening to others.

Sickness Absence

- Increase in overall sickness absence, in particular frequent short periods of absence.

7. STRESS RISK ASSESSMENT

Stress is individual to each person e.g. what might be stressful to one person might not be stressful for another. As such a generic stress risk assessment will not be suitable and sufficient. Any risk assessment must therefore be individual to each person. Stress risk assessments should therefore be carried out:

- a) Formally on an annual basis as part of the performance appraisal and unless agreed otherwise reviewed.
- b) Whenever an employee complains of or is perceived to be suffering from stress.
- c) Whenever an employee returns to work after being certified absent because of stress. This in effect will be an essential aspect of encouraging a successful return to work particularly where the stress was perceived as being work related.

HSF161A provides guidance on how to carry out a stress risk assessment. Appropriate training will be provided to support these procedures.

8. WHO SHOULD DO THE STRESS RISK ASSESSMENT

Any Manager who has been trained to carry out performance appraisals should carry out at least an initial stress risk assessment. Where stress is identified as an issue it may be that the interviewing officer is not in a position to be able to take positive action to try and resolve the problem, in which case they should consult their Director.

9. CONFIDENTIALITY

All risk assessments carried out on any personnel who may be suffering from stress shall be done in complete confidentiality to the individual.

10. WHAT CAN BE DONE?

- a) Individuals must feel that they will be listened to carefully.
- b) Employees must feel that stress will be taken seriously if they admit to being under too much pressure. An open and understanding attitude will encourage individuals to be open and say what the problem is.
- c) Using the risk assessment procedure explores any points identified that might be contributing to the stress.
- d) Be aware of the guidance in – Dealing with Violence and Aggression and any necessary risk assessment.
- e) If the stress is work related, can it be resolved? This may involve consultation with a Director.
- f) If the stress is non work related, can anything be done to assist? The Company's Caring Policy might be appropriate to consider.
- g) If necessary, encourage them to seek help through the Company's appointed doctor.
- h) Provide necessary training and support.
- i) If bullying or harassment is involved then the individual shall be advised of necessary action to be taken.
- j) If sick leave is involved then keep in touch with the individual as recommended in the relevant procedures. When they are ready to return, all personnel will be supported by introducing them back into the workplace with a phased part time return, also to reduced duties or even temporary re-assignment to another role. Being informed that if the stress is work related something will need to have changed before they can resume their original position otherwise a re-occurrence will be considered foreseeable.

11. STRESS AWARENESS TRAINING

All levels of management that undertake performance appraisal will be trained so that they:

- i) Can understand the effects of stress
- ii) Can identify the signs of stress in individuals
- iii) Are aware of how to manage instances of stress in individuals
- iv) Can advise employees on stress issues
- v) Are aware of their own limitations in dealing with such matters.

12. CONFIDENTIAL COUNSELLING SERVICES

Confidential counselling services will only be considered when the circumstances of each situation have been properly assessed and where referral to the Company's Medical Advisor or discussions with the Personnel Department considers it appropriate.

13. SUPPORTIVE MEASURES

The Company will look to providing support measures through:

- (i) Raising awareness of stress in the workplace as a potentially serious issue.
- (ii) Promoting healthy life style measures.
- (iii) Promoting fitness of all employees.

14. EMPLOYEE RESPONSIBILITIES

Employees should be aware that they also have a duty to take due care of themselves. To this end it is important that employees recognise that they have a personal responsibility to the effective management of their own stress. This responsibility can extend to informing their Manager if problems arise in their lives, either personal or work related, that may have an adverse effect on their work performance. In disclosing such problems employees will be affording Managers the opportunity to offer support and assistance and to agree joint solutions to avert potential problems.

USING OXYGEN/GAS EQUIPMENT PROCEDURE

INTRODUCTION

The Company recognises its statutory duty to protect its own employees whilst using oxygen/fuel gas equipment as well as anyone else who may be affected during its use.

Due to its varied uses for welding, cutting, heating, straightening and descaling it is used in a wide range of areas some of which include in garages, machine shops, engineering workshops, plant maintenance and construction as well as any necessary site work.

In compliance with our legal requirements a Risk Assessment shall be carried out to assess the risks in the workplace and all reasonable practicable precautions shall be taken to ensure the safety of our workers, other contractors or persons who may be affected by this work activity i.e. members of the public. Particular attention shall be made to the work if carried out off site in unfamiliar surroundings.

Permit-to-work

The company operates a written permit system for hot work. The permit details the work to be carried out, how and when it is to be done, and the precautions to be taken. A written permit system shall assist in a higher standard of care and supervision.

Oxy/fuel gas equipment will not be used unless it has been authorised by a suitably experienced manager or supervisor who has knowledge of the site, the work to be carried out, the risks involved and the precautions to be taken.

Training

All personnel working the company shall have received training in:

- the safe use of the equipment;
- the precautions to be taken;
- the use of fire extinguishers;
- the means of escape, raising the fire alarm and calling the fire brigade;
- refresher training in above as necessary.

All personnel who have received training shall be authorised to carry out this work and records shall be kept.

OXYGEN/FUEL GAS EQUIPMENT

All personnel who shall receive training in its safe use shall be familiar with the process in which the gas such as propane or acetylene is mixed with oxygen in a blowpipe (often called a 'torch') to produce a flame that is hot enough for the purpose.

The main components of oxygen/fuel gas equipment are:

- cylinders of oxygen and fuel gas (propane or acetylene);
- a means to shut off or isolate the gas supply, usually the cylinder valves;
- a pressure regulator fitted to the outlet valve of the gas cylinder, used to reduce and control gas pressure;
- a flashback arrester to protect cylinders from flashbacks and backfires;
- flexible hoses to convey the gases from the cylinders to the blowpipe;
- non-return valves to prevent oxygen reverse flow into the fuel line and fuel flow into the oxygen line;
- a blowpipe or other burner device where the fuel gas is mixed with oxygen and ignited.

HAZARDS

The main hazards are from fire and explosion. These are caused by:

- a) careless handling of a lighted blowpipe resulting in burns to the user or others;
- b) using the blowpipe too close to combustible material;
- c) cutting up or repairing tanks or drums which contain or may have contained flammable materials;
- d) gas leaking from hoses, valves and other equipment;
- e) misuse of oxygen;
- f) backfires and flashback.

LIGHTED BLOWPIPES

The correct precautions shall be adopted to prevent injury from lighted blowpipes.

Preventing Injury

The following precautions will help to prevent injury:

- work in a safe location away from other people;
- wear protective clothing, gauntlets and eye protection;
- shut off the blowpipe when not in use. Do not leave a lighted blowpipe on a bench or the floor as the force of the flame may cause it to move;
- clamp the work piece, do not hold it by hand;
- keep hoses away from the working area to prevent contact with flames, heat, sparks or hot spatter.

Fire

One of the major hazards from the blowpipe is fire as the oxygen/fuel gas blowpipe is a powerful source of ignition. To prevent the careless use of oxygen/fuel blowpipes and the ignition of any combustible material which comes into contact with the flame produced or from sparks produced the following procedures and prevention methods shall be used:

Preventing Fire

- move the work piece to a safe location for carrying out the hot work process;
- remove any combustible materials (such as flammable liquids, wood, paper, textiles, packaging or plastics) from within about 10 metres of the work, ensure good standards of housekeeping;
- ventilate spaces where vapours could accumulate, such as vehicle pits or trenches;
- protect any combustible materials that cannot be moved, from close contact with flame, heat, sparks or hot slag. Use suitable guards or covers such as metal sheeting, mineral fibre boards or fire retardant blankets;
- check that there are no combustible materials hidden behind walls or partitions which could be ignited, particularly if prolonged welding or cutting is planned. Some wall panels contain flammable insulation materials;
- use guards or covers to prevent hot particles passing through openings in floors and walls (doorways, windows, etc);
- maintain a continuous fire watch during the period of the work, and for at least an hour afterwards;
- keep fire extinguishers nearby.

EXPLOSION

Flammable liquids/vapours such as petrol, diesel, fuel oil, solvents, glues, varnishes, lacquers and cleaning agents can be found throughout many sites or working areas, suitable measures shall be taken to prevent explosions. This will include identifying any tank that has contained or may have contained flammable material is made safe before using this type of equipment of it. This shall be carried out by thorough cleaning of the tank paying particular attention to any residues in the bottom, seam or crevice or inerting.

Where necessary the cleaning and gas freeing of a tank containing flammable residues shall be carried out by a specialist company authorised by the company from our approved supplier list.

(HSP97)

Tyres

The use of welding or flame cutting wheels to which tyres are fitted is expressly forbidden as the heat can generate flammable vapour from any oil or lubricating fluid on the inner rim of the wheel; if confined by the wheel this may cause an explosion.

Always remove the tyre first.

GAS LEAKS

Acetylene and other fuel gases are highly flammable, and form explosive mixtures with air and oxygen. Even small leaks can have serious consequences, particularly if they are leaking into a poorly ventilated room or confined space where the gases can accumulate. A leak of flammable gas could cause a flashfire or explosion.

Gas leaks are often the result of damaged or poorly maintained gas control equipment, hoses, blowpipes and valves, poor connections and not closing valves properly after use.

Preventing Leaks

The following precautions will help to prevent leaks:

- keep hoses clear of sharp edges and abrasive surfaces or where vehicles can run over them, route them safely;
- do not allow hot metal or spatter to fall on hoses;
- handle cylinders carefully. Keep them in an upright position and fasten them to prevent them from falling or being knocked over. For example, chain them in a wheeled trolley or against a wall;
- always turn the gas supply off at the cylinder when the job is finished;
- maintain all equipment and keep in good condition;
- regularly check all connections and equipment for faults and leaks.

Checking For Leaks

Suitable precautions shall be taken when checking for gas leaks. A proprietary leak detecting spray or solution suitable for use with oxygen/fuel systems. Soapy water or solutions containing grease will not be used on any oxygen equipment.

When the leak is found, report it to your supervisor who will take immediate action to repair or replace the component. Any detergent should be flushed off with clean water to remove any corrosive salts. You must never look for gas leaks with a naked flame.

If a cylinder leaks when the valve is closed, the cylinder will be safely taken outside to a ventilated area, away from sources of ignition (naked flames, sparks, electric lights and motors, etc) and unauthorised access. The supervisor shall immediately notify the supplier.

Ventilation

Small leaks which may not be detected immediately and leak over a period of time into a poorly ventilated room or confined space, a dangerous concentration of gas may accumulate. To prevent gas accumulating:

- always provide adequate ventilation during welding and cutting operations;
- store gas cylinders outside whenever possible or in a well-ventilated place;
- avoid taking gas cylinders into poorly ventilated rooms or confined spaces.

MISUSE OF OXYGEN

Oxygen leaks also increase the fire risk. In particular, if clothing is contaminated with oxygen, it will catch fire easily and burn very fiercely resulting in severe injury. Even fire retardant clothing will burn if contaminated with oxygen.

Also oxygen can cause explosions if used with incompatible materials. In particular, oxygen reacts explosively with oil and grease.

Following precautions shall be used:

- never allow oil or grease to come into contact with oxygen valves or cylinder fittings;
- never use oxygen with equipment nor designed for it. In particular, check that the regulator is safe for oxygen and for the cylinder pressure.

BACKFIRE AND FLASHBACK

Backfires and flashbacks are usually a result of defective or incorrectly operated equipment.

Backfires

A backfire is when the flame burns back into the blowpipe often with a sharp bang. This may happen when the blowpipe is held too close to the work piece, or if the nozzle is blocked or partly blocked. The flame may go out or it may re-ignite at the nozzle. Sometimes the flame burns back into the blowpipe, and burning continues at the mixing point. Backfires do not usually cause serious injury or damage but they indicate a fault in the equipment.

If a backfire does occur:

- shut off the blowpipe valves, oxygen first and then the fuel gas;
- shut off the oxygen and fuel gas cylinder valves;
- cool the blowpipe with water, if necessary;
- check the equipment for damage or faults, particularly the nozzle.

Flashbacks

Flashbacks are commonly caused by a reverse flow of oxygen into the fuel gas hose (or fuel into the oxygen hose), producing an explosive mixture in the hose. The flame can then burn back through the blowpipe, into the hose and may even reach the pressure regulator and the cylinder. The consequences of a flashback are potentially very serious. They can result in damage or destruction of equipment, and could even cause the cylinder to explode. This could in serious injury to personnel and sever damage to property.

Preventing Flashbacks

The following precautions will help to prevent flashbacks;

- use the correct lighting up procedure. Purge the hoses before lighting the blowpipe to remove any potentially explosive gas mixtures. Use a spark ignitor and ignite the gas quickly after turning it on;
- ensure the blowpipe is fitted with spring-loaded non-return valves to prevent a backflow of gas into the hoses;
- use the correct gas pressures and nozzle size for the job. In particular, the acetylene pressure must not exceed 0.62 bar (9 psi);
- maintain the equipment in good condition.

These measures will reduce the risk of a flashback but will not completely eliminate it. Non-return valves will not stop a flashback once it has occurred. As the consequences of a flashback are potentially very serious, cylinders should be protected.

Protecting cylinders from flashbacks

To protect a cylinder, you should fit flashback arresters onto the regulator, on both the fuel and oxygen supply. Arresters may be fitted on the blowpipe but these do not give protection from a fire starting in the hose. For long lengths of hose, you should fit arresters on both the blowpipe and the regulator.

The fitting of a flashback arrester should not be considered as a substitute for safe working practice.

If a flashback does occur:

- immediately close the cylinder valves, both fuel gas and oxygen, if it is safe to do so. The flame should go out when the fuel gas is shut off. If the fire cannot be put out at once, evacuate the area and call the emergency fire services;
- the blowpipe, hoses, regulators, flashback arresters and other components may have been damaged. Check carefully and replace if necessary before reuse. If in doubt, consult the supplier.

Acetylene cylinders

You should pay particular attention to any acetylene cylinder which has been involved in a flashback or has been affected by fire. There is a risk that the acetylene could start to decompose, and the cylinder could explode within a few minutes. If an acetylene cylinder becomes hot or starts to vibrate, you must evacuate the building immediately and call the emergency fire services.

Disciplinary Procedures

The Company recognises its statutory duty and shall ensure all procedures are fully complied with, however any employee who disregards these company procedures or rules shall face the company's disciplinary procedure.

MAINTENANCE OF EQUIPMENT

When maintaining, lubricating, servicing or adjusting mill equipment the relevant machine must be isolated and immobilised to prevent unauthorised start up.

Operators will be advised that maintenance or servicing is being carried out and not to interfere with the equipment.

Where appropriate, equipment shall be isolated and “locked off” to maintain the immobility of the equipment.

Only authorised personnel are permitted to service, adjust or maintain mill plant or equipment.

After servicing, adjusting or maintaining any equipment the technician must see the equipment in use to ensure its safety prior to handing over to the Operative for production use.

The equipment shall be taken out of service if deemed unsafe and The Contracts Manager will be informed.

PERSONAL MUSICAL DEVICES

The playing or wearing of Personal Musical devices by Solo Group 's employees on site is **STRICTLY FORBIDDEN**. This decision is in the best interest of Safety and Welfare and is with the full support of the Health and Safety Executive.

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.

MOBILE PHONES POLICY

The Company is concerned to provide a safe and healthy working environment. It recognises that this can be put at risk by those who misuse mobile phones when driving company vehicles to such an extent that it may affect their safety and the safety of others. This policy, which applies to all employees who use mobile phones in company vehicles, aims to:

- (a) promote the health and well being of employees and to minimise risk at work arising from using mobile phone whilst driving company vehicles.
- (b) so far as is reasonably practical all mobile phones will be fitted to vehicles as “hands free kits”. Where this is not a practical solution e.g. loan car etc, the mobile phone shall be of headphone type.
- (c) mobile phone should be used wherever possible when the vehicle is static and parked in a safe area, should this not be practical the “incoming” call should be of a very short duration.
- (d) unless voice recognition or speed dial numbers are used, drivers must not make any outgoing calls unless the vehicle is static and parked in a safe area.
- (e) the company shall avoid calls to employees they know or suspect are on the road, especially where high degrees of concentration are required i.e. driving in adverse weather conditions, fog, frost etc.
- (f) calls to mobile phone vehicle users must only be made when absolutely necessary.
- (g) vehicle users will call into their respective personnel at specific times to collect relevant information etc. This will reduce the volume of calls to vehicle users.

This policy applies to all personnel who use company vehicles, they could be at risk of litigation proceedings if it is proven they were driving without care and attention because they were using a mobile phone in the vehicle whilst driving.

The person responsible for implementing this policy is the Health and Safety Advisor.

Arrangements for Securing the Health and Safety of Workers

The company will, in consultation with workers and their representatives:

- (i) advise all existing employees and all persons starting work of the risks to safety arising from the effects of using mobile phones whilst driving.
- (ii) encourage employees to use phones whilst static and parked safely, have voice activation or pre-programmed to answer automatically.
- (iii) in cases where individuals use mobile phones whilst driving on a regular basis, specific instruction will be provided to prohibit this procedure.
- (iv) any phone calls to the employees shall be made only when absolutely necessary i.e. emergencies.
- (v) failure to adhere to the company’s mobile phone policy will result in disciplinary procedure, as would apply in any other breach of the company’s health and safety procedure.

(HSP105)

INFORMATION AND TRAINING

The Company will provide sufficient information, instruction and training as is necessary to ensure that all employees have the knowledge required:

- (a) to understand the dangers associated with the use of mobile phones whilst driving company vehicles.
- (b) to understand the company procedures that will be adopted where there is found to be deterioration in safe driving.
- (c) to understand the legal consequences of their actions.

SAFE SYSTEMS OF WORK

The use of mobile phones when driving including hands free can create serious health and safety risks. Therefore, the following rules should be adhered to:

- 1. Do not use mobile phones when driving.
- 2. Advise your work colleagues to only phone when absolutely necessary.
- 3. Arrange for colleagues to leave very short messages.
- 4. Do not answer incoming calls when driving.
- 5. Phone colleagues during the day at suitable times when you are “static”, parked safely and can answer their messages.
- 6. Do not use hand held mobile phones whilst in slow moving traffic or at traffic lights.
- 7. Do not use mobile phone at petrol filling stations.
- 8. Switch off mobile phones when refuelling your vehicle.

SUMMARY POLICY STATEMENT

The use of a mobile phone when driving is dangerous and could lead to a criminal offence if it is proven that the use of a mobile affected your driving.

The three most important steps are to:

- (a) use mobile phone when the vehicle is static
- (b) switch off mobile phone and do not use when refuelling or in petroleum filling station
- (c) it is your responsibility to drive safely.

ROAD SAFETY POLICY

Introduction

The company recognises its statutory duty to ensure the Health, Safety and welfare of our employees and others who may be affected by our activities.

It is the duty of every employee who is authorised to drive any vehicle owned, leased or hired by the company to use it safely.

It is the duty of every employee who may be authorised to drive any vehicle on company business, 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 instruction and regulations concerning the safe and correct use of the particular vehicle before starting any journey.

Where a company vehicle is allocated for the use of an employee, whether on a temporary or permanent basis, that employee is 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 to The Contracts Manager or Transport Manager.

The company shall devise, promote, inform and implement the company's Road Safety Policy. This shall be carried out with the establishment of a Road Safety Management Committee

Road Safety Management

The prime function of the committee is to consult, advise and act as a two-way channel of communication through which suggestions can flow from employee's management and visa versa. The ultimate object is to identify road safety hazards and introduce necessary controls to reduce accident levels to the minimum throughout the year.

The aim is to create a medium for joint consultation between employer and employee representatives to enable both parties to co-operate effectively in promoting and developing measures to ensure the health and safety of the employees using vehicles and in checking the effectiveness of such measures.

Subjects to be kept under constant review

1. Legal obligations of the company.
2. Legal obligations of the employees
3. Devise, promote and inform employees on the company's accident prevention policy.
4. Safety rules and regulations
5. Accident statistics

6. Accident investigations and advise directors of remedial reaction
7. Maintain records and procedures
8. Identify training needs
9. Monitor and review effectiveness training and procedures in place

Constitution

The committee will vary but in general it should consist of one or two members representing the management and one or two representatives for the employees.

The responsibilities and make-up of the committee are amplified below:

- a) Management Representatives shall be nominated by The Contracts Manager
- b) Employee Representatives shall be appointed by the Works Manager
- c) The Contracts Manager shall be ex-officio Chairman
- d) The Personal Assistant shall act as a secretary
- e) The Committee shall have the power to co-opt additional temporary members for special purposes
- f) The Committee shall meet at least every three months, but may be summarily called together at any times as circumstances demand
- g) Time whilst engaged on the work of the committee shall be deemed to be working time and paid accordingly
- h) The Committee shall cause proper minutes to be kept of all members as well as being posted on the notice board
- i) Suggested formation of Safety Committee:

Managing Director
Personal Assistant
Works Manager
Employee Representative

Training

The company shall endeavour to ensure that adequate funds and resources are available to ensure the safe operation of vehicles used on company business whether owned, leased or hired, and where necessary provide suitable training.

A programme for accident prevention will be carried out at our premises or in the employee's vehicle whether company or privately owned if used on company business. All employees shall attend this. Employees may also be required to attend this programme for refresher training as part of their continuous training programme.

The objective of this programme is to highlight the hazards associated with driving and minimise the risks of accidents rather than teaching employees how to drive.

(HSP114)

Aims of Training

- Identify practises, which can cause injury to the employee, damage to the vehicle or loss of load.
- Introduce precautions upon recognising such risks
- Inform and remind employees existing of best practise
- Identify where further training or information etc is needed

At the conclusion of the training session where vehicle training may be carried out the authorised assessor appointed by the company shall provide the employee with a written analysis of your performance.

A copy shall be placed on your personnel file as part of your ongoing appraisal.

Mobile Phones

Where employees have been provided with mobile phones, or have their own, these can only be used as for the company's mobile phone procedure in conjunction with hands-free units (see HSP101)

Alcohol and Drugs

Employees shall not drive any vehicle on or off duty under the influence of alcohol, illegal drugs or substances i.e. Solvent abuse or be in possession of such illegal drugs or substances on company property or in company vehicles. The company has established a procedure to this effect (see HSP19)

Employees taking any medicines or prescribed drugs under the direction of GP, dentist, pharmacist or hospital doctor shall inform the Director or Transport Manager immediately and any side affects from taking these, which may compromise their safety i.e. cause drowsiness

Hours of driving work and brakes

Employees should be fit to drive vehicles on company business, however when driving long distances high levels of concentration, fatigue and tiredness may overcome the driver.

Employees shall ensure that whilst driving long distances they take a fifteen-minute break every two hours or sooner where the employees feels tired.

The company shall ensure that where necessary work routines are pre-planned or overnight stays are arranged to prevent employees driving excessive distances i.e. the maximum time limit spent driving in a twenty four hour period is no longer than nine hours and drivers of commercial vehicles will comply with their own regulations.

Accidents

All accidents including employees using vehicles whilst on duty shall inform a director or transport manager as soon as possible or within a twenty-four hour period.

(HSP114)

Accident investigation

This shall be carried out by nominated persons to establish the cause of the accident and remedial action to be taken records of the Accident Investigation shall be given to the director and the Road Safety Management Committee to introduce any changes to procedures and are used in the event of disciplinary action.

Vehicle Maintenance

The company recognises its statutory duty to ensure all vehicles used in conjunction with its work activities are in a roadworthy condition and is safe to use for its employees.

Infringement of these laws can result in fines or loss of the company's operators licence as well as fines for employees and endorsements or disqualification from driving and possible loss of employment.

Employees shall be expected to carry out regular checks i.e. once a week and record on the form provided and report any defects immediately to the Transport Manager.

Disciplinary Action

Where employees driving or Safety performance is below the standard expected and in accordance with the company's safe system of work then disciplinary action shall be taken and recorded. Records shall be kept on all employees personnel form and shall be included on any appraisals.