

PRISTINE CEILINGS/
PRISTINE SPECIALIST CEILINGS LTD

**HEALTH, SAFETY &
ENVIRONMENTAL**

POLICY

Revised December 2011

Review December 2012



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COMPANY DETAILS

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ULTIMATE RESPONSIBILITY for health, safety & environmental matters within the company lies with the board of Directors.

PRISTINE CEILINGS/ **PRISTINE SPECIALIST CEILINGS LTD**

Health and Safety Policy Statement

The Health and Safety policy has been produced by the Directors and defines the Company's general objectives, organisation and arrangements as required by section 2 (3) of the Health and Safety At Work Etc. Act 1974.

1. To safeguard the health, safety and welfare of all its employees whilst at work, and to provide, so far as is reasonably practicable, working environments which are safe and without risk to health by effectively managing risks through the progressive identification, elimination, reduction and communication at every stage in the life of each project or operation.
2. To conduct its undertakings in such a way as to ensure, so far as is reasonably practicable, that people not in our employment, but who may be affected by our operations, are not exposed to risks.
3. To meet relevant legislative requirements pertaining to health and safety, which apply to the Company's undertakings. These requirements will be regarded as minimum standards.
4. To provide and develop an organisation with clearly defined responsibilities, which actively supports risk management and promotes the involvement of all members of the organisation, including any sub-contractors, in the practice of progressive improvement in Health and Safety Management.
5. To promote the involvement of employees and sub-contractors in Health and Safety Management.
6. To use a systematic hazard identification and risk assessment system and carry out operations using appropriate methods once hazards and risks have been identified.
7. To ensure employees are competent to carry out the tasks allocated to them.
8. To provide information on risks, and the appropriate preventative/protective measures to all employees involved or affected by our operations.
9. To provide adequate training to employees for the tasks required of them.
10. To bring the contents of this policy to the attention of all employees.
11. To review and update this Policy either annually or following significant change to meet new legislation and business developments and to formalise improvements in the Company's Health and Safety Management.

Under Sect 7 of the Health and Safety at Work Act 1974 it is the legal duty of all employees to co-operate with their employer in all that they implement to fulfil their duty as above.

Signed on behalf of the Directors *R Pierce*

Title M.D

Date 10/03/12

PRISTINE CEILINGS/ **PRISTINE SPECIALIST CEILINGS LTD**

Environmental Policy Statement

Protection of the environment in which we live and operate is part of our company values and principles and we consider it to be sound business practice. Care for the environment is one of our key responsibilities and an important part of the way in which we do business.

In this policy statement we commit our company to:

- ❖ Complying with all relevant environmental legislation, regulations and approved codes of practice;
- ❖ Protecting the environment by striving to prevent and minimise our contribution to pollution of land, air, and water;
- ❖ Seeking to keep wastage to a minimum and maximise the efficient use of materials and resources for both ourselves and the clients and their contractors we come into contact with in the furtherance of our business activities;
- ❖ Managing and disposing of all waste in a responsible manner;
- ❖ Providing training for our staff so that we all work in accordance with this policy and within an environmentally aware culture,
- ❖ Regularly communicating our environmental performance to our employees and other significant stakeholders;
- ❖ Developing our management processes to ensure that environmental factors are considered during planning and implementation;
- ❖ Monitoring and continuously improving our environmental performance.

The policy statement will be regularly reviewed and update as necessary. The Directors and the management team endorses these policy statements and is fully committed to their implementation.

Signed on behalf of the Directors_____

Title_____

Date_____

PRISTINE CEILINGS/ **PRISTINE SPECIALIST CEILINGS LTD**

No Smoking Policy Statement

Introduction

We as a company consider ourselves responsible employers and we take our obligations to our employees very seriously. This is why we have set out this policy to help us ensure the health, safety and welfare of our employees and to help us comply with our legal duties. Smoking causes serious damage to the health of smokers, but research has shown that second hand smoke causes cancers, heart and respiratory diseases in non smokers as well.

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

Aims of the Policy

- ❖ This policy aims to:
- ❖ Provide a safe and healthy working environment for all staff, customers and visitors;
- ❖ Comply with all of the requirements imposed by law;
- ❖ Raise awareness of the dangers associated with tobacco smoke;
- ❖ Guarantee the right of non smokers to breathe air free of smoke; and
- ❖ Support staff who wish to give up smoking.

Restrictions on Smoking

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

Support for Smokers

- ❖ Reasonable requests from staff for time to attend smoking cessation groups will be treated sympathetically.
- ❖ The company is responsible for maintaining the policy and will provide staff who wish to give up smoking with details of where to seek help.
- ❖ All requests for help will be treated in the strictest confidence. Written information will be stored in accordance with the Data Protection Act 1998.
- ❖ Nothing in this policy should be taken as excusing an employee if their conduct falls within the scope of the Company disciplinary procedures.

Signed on behalf of the Directors _____

Title _____

Date _____

PRISTINE CEILINGS/ **PRISTINE SPECIALIST CEILINGS LTD**

DRIVING POLICY STATEMENT

The company understands that as part of its day to day activities Employees / Sub contractors are required to drive.

It is therefore the policy of the company as far as is reasonably practicable to comply with the requirements of the Road Traffic Act, The Health and Safety at Work Etc... Act 1974 and The Management of Health & Safety at Work Regulations 1999.

In doing so the company requires that all employees / sub contractors are suitably qualified and insured and that all vehicles are fit for the purpose for which they are being used. It will be necessary for the company to check and record information provided by any Employee / Sub contractor to ensure this provision is carried out adequately.

The company recognises that communication equipment will in some circumstances be required to be used. It is therefore a requirement of the company that a suitable hands free system which complies with current UK law should be used. In cases where such equipment is not available communication equipment should be switched off.

In all cases, where seat belts are fitted to vehicles, plant or machinery it is to be worn at all times during its operation.

The company will provide adequate information to allow all Employees / Sub contractors to comply with the legal requirements placed upon them whilst driving at work in addition where necessary directions and route planning will also be provided.

It is the responsibility of all Employees / Sub contractors to comply with any provisions under the Road Traffic Act. The company will not be held responsible for any breach of this Act.

Signed on behalf of the Directors_____

Title_____

Date_____

PRISTINE CEILINGS/ **PRISTINE SPECIALIST CEILINGS LTD**

Policy for Health, Safety & Environmental Training

We believe that our success in the management of Health, Safety & Environment will be assured by the competence of our staff. We will therefore ensure the competence of our staff by :

- a) Developing and maintaining or otherwise procuring training appropriate to the needs of our business.
- b) Providing training in a timely manner.
- c) Ensuring that all staff, and sub-contractors receive induction training before they are allowed to commence work.
- d) Ensuring that staff receive certificated training, and maintain a continuing professional development programme where appropriate.
- e) Ensuring that employees and sub-contractors are given appropriate operational briefings and updates on tasks, which involve significant Health, Safety & Environmental Risks.
- f) Reviewing and updating training needs through:
 - ❖ Appraisals of performance
 - ❖ Workplace inspections
 - ❖ Accident/incident investigation
 - ❖ And wherever there is a significant change in the task or the workplace

Signed on behalf of the Directors_____

Title_____

Date_____

ORGANISATION

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RESPONSIBILITIES AND DUTIES

Managing Director (hereafter referred to as the Senior Manager)

The Managing Director will hereafter be referred to as the Senior Manager.

Directors

The overall responsibility for Health, Safety & Environmental matters rests with all the Directors.

The Managing Director will ensure that the Directors are aware of these responsibilities and will ensure there is an Annual Health & Safety Plan in place and regularly review its progress in this policy.

Responsibility within their own business areas and departments for providing an organisation with clearly defined responsibilities, which shall develop and implement effective management of Health, Safety & Environmental issues. These will be subject to continual measurement and review.

They will implement the policy by:

- ❖ **Providing an organisation with adequate resources** – encompassing all functional aspects of our undertakings – with clearly defined responsibilities, that shall plan, implement, measure and review our management of Health, Safety & Environment in order that it is subject to progressive improvement.
- ❖ **Making provision for safe working procedures.** Ensuring the provision of adequate resources including the appointment of competent persons to apply risk assessment techniques and thereafter to produce complementary control measures.
- ❖ **Arranging for the assessment of competence of Sub-contractors** to carry out and/or manage the work involved.
- ❖ **Ensuring** that the company's undertakings are conducted **in compliance with legislative requirements.**
- ❖ Nominating Senior Managers to carry out **workplace Health and Safety tours.**
- ❖ Carry out **investigations of serious accidents and incidents, Maintain accident book and notify HSE/EHO as required.**
- ❖ **Promoting Health, Safety & Environmental awareness amongst all employees** through leading by example and also monitoring corrective actions subsequent to review of the various monitoring systems.
- ❖ **Liaising with the companies Safety & Environmental Advisor** on the progressive development of the Health and Safety management arrangements.
- ❖ **Responding to the Regulatory Authorities** on any appropriate correspondence or communication.

Workplace Management

- ❖ **Maintaining a programme of operations** and organising the Workplace such that work is carried out, to the correct standard of safety with minimum risk to employees and other persons affected by our activities
- ❖ **Encouraging all employees to contribute** towards good Health, Safety & Environmental management within their areas of activity and influence.
- ❖ Ensuring that **Sub-contractors identify hazards and assess the risks** in their operations and that their **assessments are checked for adequacy** by nominated staff, and that any risks to others are notified to the appropriate employer.
- ❖ Ensuring that before hazardous operations commence Sub-contractors and Supervisory Staff **produce method statements** to detail the preventative and protective measures required to control significant risks.
- ❖ Ensuring that Employees under their control are **adequately informed on risk controls, trained and competent** for the operations, which they are required to perform. Particular attention must be given to the provision of induction, operational briefing and update training.
- ❖ Ensuring that **emergency procedures** are implemented with practice drills (where relevant) under the control of competent persons and made known to all employees.
- ❖ Ensuring that **all statutory and company examinations and inspections** of any plant, machinery, or other equipment etc. are carried out and the relevant registers are completed, maintained and audited.
- ❖ Providing **adequate supervision** to ensure that the workplace is maintained in a **safe and tidy condition**, and that safety devices are provided and utilised, protective equipment worn, safety rules observed and safe-working practices enforced.
- ❖ Ensuring full **co-operation of Workplace personnel** with Safety Advisers including prompt response to their recommendations.
- ❖ Convening **Health, Safety & Environment Committee Meetings** at regular intervals to review safety performance in the workplace.
- ❖ Ensuring that the relevant **statutory notices, regulations** etc. are displayed and maintained at relevant locations.
- ❖ Ensuring that the arrangements for **first aid and other emergency services** are provided and are known to all employees.
- ❖ Ensuring compliance with established Health, Safety & Environmental procedures by regular **examination of documentation**.
- ❖ Carrying out **workplace inspections** to monitor the effectiveness of control measures identified by risk assessment.
- ❖ Ensuring **remedial actions** identified by workplace inspections, audits and incident investigations are agreed and implemented.

- ❖ Ensuring that **all employees at risk and their supervisors are informed immediately** of any serious situation of imminent danger or shortcoming in the prescribed risk control measures become apparent. The danger area is to be evacuated and the matter reported to a Senior Manager.
- ❖ **Taking action upon any Health, Safety & Environmental matter** which has been brought to their notice and which demands their attention. All matters to be reported to the Senior Manager.
- ❖ Investigating and reporting in accordance with Company Procedure **all accidents and dangerous occurrences** with a view taking such measures as will prevent recurrences.
- ❖ Carrying out regular **workplace Health and Safety tours**.
- ❖ **Promoting Health, Safety & Environmental awareness** through leading by example.
- ❖ **Maintaining the 'Workplace Accident Book'** (B1510)

Supervisory Staff

- ❖ **Organising the workplace** such that work is carried out to the correct standard of safety with minimum risk to operatives and other persons affected by our activities by:
- ❖ **Ensuring Employees receive clear safety instructions** regarding the hazards and associated preventative and protective measures under which the operations will be carried out.
- ❖ Ensuring that the Employees under their control are adequately **trained and competent** for the operations, which they are required to perform. Particular attention must be given to the provision of **induction, risk control and update training**.
- ❖ Ensuring that sufficient **safety protective equipment & respiratory protective equipment** is available and where necessary, operatives are given personal instruction in its use.
- ❖ Ensuring through our **supervision** that the workplace is maintained in a safe and tidy condition, all safety devices are provided and utilised, protective equipment worn, safety rules observed and instructed preventative and protective measures enforced.
- ❖ Ensuring **full co-operation of Workplace personnel with Safety & Environmental Advisors** and complying promptly with their recommendations.
- ❖ **Taking action upon any Health, Safety & Environmental matter** which has been brought to their notice and which demands their attention.
- ❖ Ensuring that all **statutory and company examinations and inspections** of plant, machinery, equipment etc. are carried out and that the relevant registers are completed, maintained and audited.
- ❖ Ensuring that the **relevant statutory notices, regulations etc. are displayed** and maintained at relevant locations.

- ❖ Ensuring that the arrangements for **first aid and other emergency services** are provided and are known to all employees.
- ❖ Ensuring that **emergency procedures** are made known and practised by all employees affected.
- ❖ **Investigating accidents, near misses and dangerous occurrences** with a view to taking such measures as will prevent recurrences.
- ❖ Ensuring **remedial actions** identified by workplace inspections, safety audits and incident investigations are agreed and implemented.
- ❖ Ensuring that **all Employees at risk are informed immediately** any serious situation of imminent danger or shortcoming in the prescribed risk control measures becomes apparent. The workplace is to be evacuated and the matter reported to the Senior Manager.
- ❖ **Encouraging Employees to report unsafe and near miss incidents** by developing a workplace in which the entire workforce, including sub contractor's employees, feel able to enhance our safety performance by the avoidance and control of risk.
- ❖ **Promoting Health, Safety & Environmental awareness** through leading by example.

Workplace Personnel (Applies to all Employees and Sub-contractor's Employees)

All employees in the Workplace shall:

- ❖ **Perform their work activities in the manner in which they have been instructed and trained such that they do not place themselves or anyone else at risk.**
- ❖ **Not attempt to carry out work of any dangerous nature nor perform any tasks, nor operate any equipment unless they have been correctly trained, authorised and competent to do so, in accordance with recognised procedures.**
- ❖ **Use the correct equipment for their work, ensuring that it is maintained in a safe condition and immediately report any known defects to their Supervisor.**
- ❖ **Use the protective clothing and equipment provided for their safety and ensure that it is maintained in a safe condition. All queries on this matter must be directed towards their immediate supervisor. Any Respiratory Protective Equipment used must be worn in the correct way as instructed so it is fitted correctly to ensure adequate protection against respiratory ailments.**
- ❖ **Report any unsafe conditions, incidents and near misses to their immediate Supervisor so that remedial action can be taken to eliminate risk.**
- ❖ **Report any shortcomings in the instructed protection arrangements to their immediate supervisor as soon as these become apparent.**

- ❖ **Report all accident and personal injuries to their immediate Supervisor and if necessary receive medical attention.**
- ❖ **Use any access ways as provided, comply with relevant safety notices and not enter any area where they may be placed at risk or do not have authorisation to enter.**
- ❖ **Keep their workplace in a safe and tidy condition.**
- ❖ **Conform with the fire fighting and emergency procedures applicable to their place of work.**
- ❖ **Develop a personal concern for safety and if they have any doubt as to their ability to perform a task safely they must inform their immediate Supervisor.**
- ❖ **Check with their Doctor the risk of any prescribed drugs affecting their fitness for work and inform their Supervisor.**
- ❖ **Shall not report for duty or enter the workplace having taken illegal substances (drugs) or consumed alcohol or be under the influence of alcohol.**
- ❖ **Be aware that the quality of their workmanship and materials must be right first time to prevent the possibility of dangerous situations. Any concern must be notified to their immediate Supervisor.**

Clerical and Administrative Personnel

Clerical and Administration Personnel:

- ❖ Perform their work activities in the manner in which they have been instructed such that they **do not place themselves or anyone else at risk.**
- ❖ Use the **correct office aids and materials** for their work, making full use of any safety equipment, devices and procedures that may be applicable to them.
- ❖ Inform their immediate Supervisor if they have any **doubt as to their ability** to perform a particular task.
- ❖ Report to their immediate Supervisor **all defects in the equipment at their workplace** and make no attempts to carry out any remedial work for which they are not authorised and trained.
- ❖ Conform to the **fire fighting and associated evacuation procedure** at their place of work.
- ❖ Keep their **work area and access ways in a safe and tidy condition.**
- ❖ **Report all accidents and injuries** to their immediate Supervisor and if necessary receive medical attention.
- ❖ **Use** the main access ways as provided and **do not enter areas where they may be place at risk.** Be particularly vigilant within work places, pay particular attention to designated walkways, adhere to all safety notices and wear protective equipment when so instructed.

- ❖ Ensure that **equipment** etc. provided in the interest of health, safety and welfare is not misused.
- ❖ Develop a **personal concern for safety**.

Safety & Environmental Advisor

The Safety & Environmental Advisor will when requested aid the implementation of the Policy by:

- ❖ Assisting in **Risk Assessments** and the production of **Health, Safety & Environmental Plans**.
- ❖ Assisting with the production of **specific Method Statements detailing protective and preventative measures**.
- ❖ Assisting in the implementation of **safety training programmes**.
- ❖ **Advising Managing on all safety, occupational health, welfare & environmental issues**, and keeping them apprised of the success or otherwise of their measures, and where necessary advising Management of possible alternative arrangements.
- ❖ Conducting **regular workplace inspections** to identify hazards and risks.
- ❖ **Reporting the findings and recommendations** from workplace inspections to Senior Management.
- ❖ **Monitoring the Company's Health, Safety & Environmental activities** and issuing formal reports, recommending corrective action as necessary.
- ❖ Carrying out full **investigations into serious accidents**, and issuing reports detailing causes and recommended actions.
- ❖ Liaising with Management and the Authorities and the **notification of accidents and dangerous occurrences**, and the reporting/recording of these incidents.
- ❖ Attending, where appropriate, **Management safety meetings, pre-tender/pre-planning contract meetings and workplace safety committees**.
- ❖ Carry out an annual audit of Health and Safety Management systems and procedures.

ARRANGEMENTS

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1. First Aid Arrangements

The Health and Safety (First Aid) Regulations 1981

The First-Aid facilities provided by the company shall be: -

- ❖ The provision of the appropriate qualified first-aiders.
- ❖ The provision of adequate first-aid facilities which shall comprise: -
 - First-aid kit(s) appropriate to the size of the workplace/workforce as described by statutory regulations.
 - An occupational first-aider where required and defined by statute.

The approved code of practice indicates what should be taken as a minimum requirement.

2. First Aid Training

The company shall ensure that first-aid training is given by persons or organisations qualified to do so (HSE approved). This shall be made available to any members of the workforce expressing an interest, provided that there is a need for additional first-aiders.

3. Accident Reporting – Reporting any Injury, Disease or Dangerous Occurrence

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95)

In the event of an injury, disease or dangerous occurrence, the Supervisor/Manager shall ensure that he/she reports the incident immediately to the Senior Manager.

Depending on the severity the Senior Manager will notify the Incident Contact Centre.

Upon receiving a detailed appraisal of the incident, the Senior Manager consulting where appropriate with the Health and Safety Advisor shall be responsible for: -

- ❖ Reporting online www.hse.gov.uk the details to the enforcing authority, a copy of which will be sent to you for your records.

Every serious incident will be thoroughly investigated by the Company Health and Safety Advisor in order to identify the cause of the incident and to plan and implement measures to prevent recurrence.

Events, which are reportable.

- 1 The death of any person as a result of an accident arising out of or in connection with work – including the death of an employee, if this occurs some time after the reportable injury, which led to that employee's death (but not more than one year afterwards).
- 2 Any of the following major injuries to a person at work as a result of an accident arising out of or in connection with work:-
 - a) Any fracture of any bone other than finger, thumb or toes:
 - b) Any amputation:
 - c) Dislocation of the shoulder, hip, knee or spine:
 - d) The loss of sight (whether temporary or permanent)
 - e) A chemical or hot metal burn to the eye or any penetrating injury to any eye:
 - f) Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
 - g) Any other injury –
 - leading to hypothermia, heat-induced illness or to unconsciousness:
 - requiring resuscitation: or
 - requiring admittance to hospital for more than 24 hours.
 - h) Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent:
 - i) Either of the following conditions which result from the absorption of any substance by inhalation, ingestion, or through the skin:-
 - Acute illness requiring medical treatment: or
 - Loss of consciousness
 - j) Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.
- 3 Incapacitation of a person at work (i.e. an employee, a self employed person or a person receiving training for employment) from 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 – to be reported on the appropriate on line form.
- 4 Any injury to a person not at work, e.g., public, resulting from an accident arising out of or in connection with work, which results in them being taken to hospital, from the accident premises, for treatment in respect of that injury.
- 5 Any dangerous occurrence as defined in the Reporting of Injuries and Dangerous Occurrences Regulations 1995 (RIDDOR).

- 6 Any disease as defined in the Reporting of Injuries and Dangerous Occurrences Regulations 1995 (RIDDOR).
- 7 Specific accidents involving moving vehicles on public roads – exposure to conveyed substances, loading/unloading activities, and construction work alongside public road.

NOTE: For the purposes of the Reporting of Injuries and Dangerous Occurrences Regulations 1995 at work.

The Person Responsible for Reporting all Reportable accidents and Injuries Within the Workplace is: **Robert Pierce** **(Director)**

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

- 1 The date and time of the accident causing injury.
- 2 The following particulars about the person affected:-
 - (a) Full Name.
 - (b) Occupation.
 - (c) Nature of injury or condition.
- 3 Place where the accident happened.
- 4 A brief description of the circumstances.

The nature of the record is not stipulated by “RIDDOR”. It is left to the responsible person to use a form of record considered to be appropriate.

4. Health and Safety Training

The Senior Manager, in conjunction with the Health, Safety & Environmental Advisor, will carry out annual assessments to ascertain what training is required. Records will be kept and a training programme will be established giving priority to the most hazardous areas, and the needs of young and/or new employees.

No person will be permitted to drive any company vehicle or article of plant unless they are selected, trained and competent to do so.

In addition they will not be permitted to operate any machine, apparatus or plant until appropriate training has been provided.

Arrangements will be made where necessary, to train staff in the use of fire fighting equipment and its proper use and maintenance.

All employees are required to assist and co-operate with the Company in any arrangements made for their training requirements. The Senior Manager in conjunction with the Company Health, Safety & Environmental Advisor will maintain a record of all training that is undertaken.

5. Fire and Emergency Procedure

The Regulatory Reform (Fire Safety) Order 2005

The Senior Manager will be responsible for providing, and maintaining, a suitable and sufficient risk assessment, identifying all fire fighting equipment, fire doors, fire blankets and fire notices.

The fire alarm system (where appropriate) will be tested at least once per week from a different point, and at least once a year, a fire drill will be carried out.

Fire procedure notices will be displayed by all fire evacuation alarm points and appliances.

An evacuation procedure will be drawn up and will be brought to the attention of all employees.

This procedure will detail assembly points, premises check and head count.

A Fire Log Book will be maintained by the Senior Manager accurately recording the dates of all the above drills, test and inspections.

6. Dangerous Substances

The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).

The DSEAR Regulations applies to most workplaces where a dangerous substance is present or could be present. The regulations place a legal duty on the company to:

- ❖ Carry out a risk assessment of any work activities involving dangerous substances;
- ❖ Provide measures to eliminate or reduce risks as far as is reasonably practicable;
- ❖ Provide equipment and procedures to deal with accidents and emergencies;
- ❖ Provide information and training to employees;
- ❖ Classify places where explosive atmospheres may occur into zones and mark the zones where necessary. (Workplaces in use before July 2003 must meet requirements of the regulations by July 2006 or from the time of the modifications. All workplaces coming into use for the first time after July 2003 must meet the requirements from the time it comes into use).

Overall, DSEAR clarifies the existing requirements to manage fire and explosion risks, which are set out in the Management of Health and Safety at Work Regulations 1999.

Highly flammable liquids stored or used at the workplace will be handled strictly according to the instructions of the manufacturers. No materials will be allowed to be stored at the workplace unless they have a current instruction sheet from the

suppliers and each member of staff is familiar with it's contents. Only such amounts as are in use, of highly flammable liquids, will be allowed out of the store and then not to exceed 50 litres in the workplace, stored in a metal cabinet.

7. Plant and Equipment/Electrical Appliances & Power Tools

The Electricity at Work Regulations 1989

The Provision and Use of Work Equipment Regulations 1998 (PUWER)

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

All plant and machinery used and operated by the company is manufactured to approved safety standards, and must be used in accordance with the manufacturer's instructions and the relevant regulations.

It is the responsibility of the relevant Manager/Supervisor to ensure that plant and equipment are only operated by those employees who have the authority to do so, and who are sufficiently trained and competent in the handling/operation of the particular machine.

Any machine fitted with a guard or guards to protect moving parts, must not be operated if any guards have been removed.

Machines must not be adjusted when they are running, unless the manufacturer has made specific provision for such adjustment.

The purpose and method of action of all switches must be clearly marked.

All electrical equipment, which the company uses in all workplaces, will be supplied, installed, maintained or used in accordance with current regulations. All temporary supplies are to be installed by competent electricians and tested in accordance with the I.E.E Regulations, and records maintained.

The Company will ensure that all portable electrical equipment provided for use on site or other workplace, are in accordance with the relevant Electricity At Work Regulations and British Standards, are PAT tested, and have the appropriate supporting documentation.

No power tools or electrical equipment of voltage greater than 110 volt (CTE) shall be used on sites unless special arrangements are made and discussed with the Company Health and Safety Advisor. Lower voltage tools, lighting etc. may be required in damp or confined situations. The Company Health and Safety Advisor must be consulted in these situations.

Relevant Information: -

**The I.E.E Regulations for Electrical Equipment of Buildings.
British Standard 7430:1991 Code of Practice for "Earthing".**

8. Welfare Facilities

Workplace (Health, Safety and Welfare) Regulations 1992

The Company shall ensure that welfare facilities for company offices, workshops, stores, etc. meet the requirements.

Arrangements shall be made for welfare facilities on construction sites to meet the requirements of the Construction (Design and Management) Regulations 2007. In particular, adequate sanitary, washing, clothing storage and 'messing' facilities shall be provided.

Welfare facilities shall be maintained in good condition and regularly cleaned.

The Company Health and Safety Advisor will inspect all such facilities to ensure that they are all in good order and well maintained.

The requirements of the above regulations will be made known to all staff. All employees will be encouraged to make pertinent suggestions as to the safe use of such facilities and will be required to keep them clean at all times.

No materials are to be stored in the rest rooms/canteen. Those who desire to smoke must do so only in the designated smoking areas.

9. Personal Protective Clothing and Equipment

Personal Protective Equipment at Work Regulations 1992

The Company will ensure that adequate supplies of all necessary protective clothing or equipment are available in all workplaces for issue as required, and that when issued to employees and/or sub contractors, a record is kept.

The Site Manager/Supervisor will ensure that, before employees are set to work, they are equipped with all necessary protective clothing.

Any person in a workplace, who is observed not wearing protective clothing while carrying out a process which requires the use of protective clothing will be informed of statutory and company policy requirements, and instructed not continue working until protective clothing is obtained. This applies to any sub-contractor as well as direct employees.

The Site Manager will ensure that the protective clothing or equipment is suitable for the specific process for which it is provided. Information and advice on the correct equipment to be issued can be obtained from the Company Health and Safety Advisor, if required.

All personal protective equipment will be maintained, serviced, cleaned and replaced where necessary and/or appropriate. Facilities will be provided for the storage of PPE.

Respiratory Protective Equipment will be provided for all tasks where it is deemed necessary. Staff will be instructed in the proper use of this equipment, especially in methods for confirming the equipment is fitted correctly.

10. Safe Place of Work

Workplace (Health, Safety & Welfare) Regulations 1992

In line with the above regulations, the Company will provide and maintain a safe place of work and working environment for all employees and others who may be required to visit the offices, yard, site, etc.

Safe means of access and egress shall, so far as is reasonably practicable, be provided and maintained to every place of work.

Every such place shall, so far as is reasonably practicable, be made and kept safe for persons using the facilities by regular inspection and, where necessary, corrective actions. The Company Health and Safety Advisor shall be responsible for ensuring that the workplace is regularly inspected.

11. Consultation and Communication

The Health and Safety (Consultation with Employees) Regulations 1996

The Company will encourage the active participation of all employees and sub-contractors in promoting good health and safety practice.

Company Safety meetings will take place at appropriate intervals in order to discuss the effectiveness of the policy and procedures and to review all safety reports and any recommendations.

Use will be made of all means of communication to ensure that health and safety issues are brought to the attention of all staff – notice boards, circulars, site meetings, “face to face” discussions, toolbox talk etc.

12. Out of Hours Working

Where employees are required to work outside normal working hours, special attention will be paid to the need for their safety in respect of lighting access and egress, first aid and the need for supervision of employees working on their own in isolated areas of the workplace.

13. Waste Management

Environmental Protection Act 1990

The Environmental Protection (Duty of Care) Regulations 1991

The Hazardous Waste Regulations 2005 (HWR)

The List of Waste Regulations 2005 (LoWR)

The Site Manager will ensure that all waste is disposed of in line with the above legislation. The Company shall fulfil its duties under the legislation by

- ❖ preventing anyone from dealing with its waste illegally
- ❖ prevent the escape of waste

- ❖ ensure waste is only transferred to an authorised person
- ❖ ensure an accurate description of waste is provided when the waste is transferred, and a transfer note is completed.

Suitable skips and disposal equipment shall be used to contain waste materials, and the waste shall be disposed of regularly. In adverse weather conditions, arrangements shall be put in place to prevent waste from blowing around site or contaminating surroundings.

The Senior Manager shall be responsible for the systems and arrangements for the safe disposal of waste.

The Hazardous Waste Regulations 2005: - The Hazardous Waste Regulations 2005 have defined hazardous waste in England and Wales, which the company has a duty to manage by:

- ❖ producers or consignors of hazardous waste to notify (register) their premises to the Environmental Agency;
- ❖ restrict mixing and require separation of wastes where appropriate;
- ❖ make sure that companies document the movement of hazardous waste;
- ❖ consignees receiving hazardous waste to keep thorough records and provide the Environment Agency with information on the disposal and recovery of hazardous waste every three months.

14. Noise

Control of Noise at Work Regulations 2005

The Company will carry out assessments of the risk to Health and Safety created by exposure to noise in the work place by work processes and the working environment. Where the noise levels are, or are likely to exceed the action levels specified in the regulations, appropriate arrangements will be put in place to ensure that the noise is eliminated or control of exposure to the noise ensures no employee or others affected by the work activity and subjected to injurious conditions.

The Site Manager/Supervisor will ensure that all equipment provided is fitted with silencers, mufflers, doors, canopies etc. and that all equipment and noise reducing facilities, etc. are used.

Supplies of ear defenders or other hearing protection will be made available on the site/workplace for any operations where it is not practicable to reduce the noise levels to a safe limit – in line with the action levels specified in the Control of Noise Work Regulations 2005.

80dB – Hearing protection needs to be made available.

85dB – Hearing protection **must** be worn.

87dB – Maximum limit of exposure when wearing ear protection measured at the ear.

These will be issued to operatives and others in the work area, as required and must be worn at all times when such persons are exposed to noise.

All employees will ensure that all noise control items fitted to plant, or in premises are kept in good order and that any defects noted are reported immediately.

The company will ensure health surveillance is carried out where employees are exposed to noise levels above the specified recommendations.

The company will provide information, instruction and training where necessary to employees who are or likely to be, exposed to risk.

As a rule, if you have to raise your voice to be heard at a distance of 1m from the person you are talking to then you are in a noise environment in excess of 85db(A) and therefore it is mandatory hearing protection.

15. Asbestos

The Control of Asbestos at Work Regulations 2006 (CAWR 2006)

All work involving asbestos in any form will be carried out in accordance with the Regulations and Approved Code of Practice.

Removal of asbestos from work sites will be carried out by a licensed contractor and disposed of in accordance with the relevant legislation.

A survey of all asbestos materials within the structure of the premises will be conducted by a competent person to ascertain its condition. A management system will then be established to ensure:

- ❖ The condition of the asbestos is regularly reviewed
- ❖ Anyone whom may come in contact with asbestos is made fully aware and necessary precautions are put in place.
- ❖ The asbestos will be removed by competent persons if its condition deteriorates

All contractors are to be made fully aware of the presence of asbestos if the are likely to come in contact with it or disturb it in the execution of their undertakings. All necessary precautions are put in place as per the regulations and ACOPS.

In the event of refurbishment or demolition to a company's premises, a Refurbishment and Demolition Asbestos Survey must be carried out prior to work taking place. This is the duty of the company responsible for the premises.

16. Hazardous Substances

Control of Substances Hazardous to Health Regulations 2002 (As Amended)

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) requires assessments to be made wherever substances hazardous to health are used, processed, manufactured, given off or produced. In addition to this the regulations require that 'Good Practice' is applied at all time when dealing with Hazardous Substances.

This will be achieved by applying the following principles:

- ❖ Design and operate processes and activities to minimise emission, release and spread of substances hazardous to health.
- ❖ Take into account all relevant routes of exposure - inhalation, skin absorption and ingestion - when developing control measures.
- ❖ Control exposure by measures that are proportionate to the health risk.

- ❖ Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.
- ❖ Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment and respiratory protective equipment..
- ❖ Check and review regularly all elements of control measures for their continuing effectiveness.
- ❖ Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks.
- ❖ Ensure that the introduction of control measures does not increase the overall risk to health and safety.

The Company will carry out assessments of all hazardous materials used and record the findings accordingly. Information on the nature of the materials will be compiled and any emergency procedures for spillage and storage established. Any new substances being brought into the company will be assessed before being put into use.

All employees will be instructed in the requirements of the C.O.S.H.H Regulations and the nature of the materials being used. Assessments/data sheets, which are retained by the Site Manager, will be made available to all staff, and information, instruction and training in the operation of assessments will be given. It is the responsibility of the relevant employee to ensure that all work involving a hazardous product or process is carried out strictly in accordance with the assessment sheets and instructions. Where additional information is required on a product or process, the Site Manager must contact the Company Health and Safety Advisor.

17. Industrial Diseases

Industrial diseases result from exposure to substances or work practices in the workplace and go on to cause immediate or delayed health problems for the person exposed to them. The following are examples of industrial diseases in the workplace:

- ❖ Respiratory Ailments (through working with hazardous substances)
- ❖ Musculoskeletal (normally through poor manual handling)
- ❖ Occupational Deafness (Through be exposed high level noise unprotected)
- ❖ Vibration White Finger (Through prolonged the use of vibrating hand held tools)
- ❖ Carpal Tunnel Syndrome - Repetitive Strain Injury (RSI)
- ❖ Allergic Rhinitis (nasal irritation from non-infectious particles)
- ❖ Dermatitis

As a company we have a legal duty to monitor and conduct surveillance checks for signs and symptoms of industrial diseases that may be as a result of our undertakings.

By conducting health surveillance checks it will enable us to monitor exposure where possible and implement measures to reduce the effect of any exposure as much as is reasonably practicable.

A high level of personal hygiene is one of the best measures to avoid many industrial diseases, particularly when it comes to skin conditions such as Dermatitis. All employees are to be made aware of these types of hazards and the precautions to be adopted.

Where other control measures are impractical, the use of properly fitting suitable respiratory protective equipment will help to reduce the possibility of respiratory ailments.

The company also has a legal duty under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations to report any incidences of industrial diseases amongst its employees to the enforcing authorities.

It is the duty of all company employees to report incidences of industrial diseases to their line manager.

18. Risk Assessment

Management of Health and Safety at Work Regulations 1999

The company will undertake to make a suitable and sufficient assessment of the risks to employees and any others who may be affected by its undertaking, and to record the significant findings of that assessment. This record should represent an effective statement of the hazards and risks, which then leads management to put in place the relevant control measures to ensure the health and safety of its workforce, sub contractors, visitors and, when appropriate, the general public. This will involve:

- ❖ Identifying the significant risks arising out of the work activity.
- ❖ Identify and prioritise the measures that need to be taken to comply with relevant statutory provisions.
- ❖ Ensure that all relevant risks and hazards are addressed.
- ❖ Address what actually happens in the workplace or during the work activity.
- ❖ Ensure that all groups of employees and others who might be affected are considered and informed of the risks.
- ❖ Identify groups of workers who might be particularly at risk, or lone workers.
- ❖ Take account of existing preventive or precautionary measures.
- ❖ The risk assessments will be used positively by the company to change working procedures and improve health and safety performance.

19. Safe Systems of Work

Where the risk assessments for work activities identify residual high risk situations, written safe systems of work shall be provided.

The Company Health and Safety Advisor will provide when requested the safe systems of work and to this end will ensure that detailed instructions and information is made available to operatives and sub-contractors and that adequate instruction and training is provided to ensure compliance with the system.

20. Competent Persons

Management of Health and Safety at Work Regulations 1999

The Company will appoint competent persons to assist in undertaking the measures needed to be taken to ensure compliance with the requirements and prohibitions imposed under current, relevant statutory provisions. Sufficient time and resources will be allocated to the competent persons to allow them to properly undertake the measures necessary.

External Consultants Appointed:- **Jennings Safety Services Ltd**
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Hawarden
Flintshire CH5 3DJ
Tel 01244 539660

Contact :- Mr Sandy Jennings CMIOSH, RMaPS. Mob. 07803 218323
Ms Nicola Jennings Mob. 07747 847345

21. Manual Handling Operations

The Manual Handling Operations Regulations 1992

Further to the risk assessment requirements under the Management of Health and Safety Regulations 1999, the Company shall ensure that all manual handling operations are identified and addressed according to the requirements of the Manual Handling Operations Regulations 1992. All activities carried out by operatives and staff shall be examined and the requirements for manual handling operations established. As far as is reasonably practicable, manual handling operations shall be avoided, but where this is not possible, the operations shall be assessed and the risk of injury reduced by the use of mechanical means or the provision of other suitable means. All aspects of manual handling involved in the Company's operations shall be examined, including any areas where pushing, pulling, lifting, carrying, supporting, etc, are part of the expected work. Manual handling assessments shall be suitably documented. The findings of all assessments and the control measures to be adopted shall be fully communicated to the respective employees via the information, instruction and training aspects of the businesses operations.

22. Confined Spaces

The Confined Spaces Regulations 1997

Suitable arrangements shall be put in place to ensure that all work to be carried out in confined spaces is done so in line with the requirements of the Confined Spaces Regulations 1997, e.g., sewers, ducting, silos, etc. No person shall be allowed to enter a confined space unless an adequate assessment of the conditions have been made and suitable control measures introduced. Air sampling and monitoring shall be carried out and suitable rescue and escape arrangements put in place.

23. Construction (Design and Management) Regulations 2007

Where the Company is defined as the Client under the Regulations then it will fulfil its duties under:

Reg. 4 (Competence), - ensure by formal recorded checks that only persons or companies with the level of competence for the work to be undertaken are appointed.

Reg. 5 (Co-operation), - cooperate with all parties concerned to enable all parties to perform their duties under the Regulations.

Reg. 6 (Co-Ordination) – where relevant ensure co-ordination of health and safety aspects of design or site work.

Reg. 7 (General Principles of Prevention), – take account of the general prevention as required for the design, planning and preparation of the project or the construction phase.

Reg. 9 (Clients duty for managing projects), - take reasonable steps if we are the client to ensure that the arrangements made for managing the project are suitable and that adequate time and resource has been allocated. Ensure that the construction work can be carried out, so far as is reasonably practicable, without risk to health and safety of any person. As the Client we will take reasonable steps to ensure that these are maintained and reviewed throughout the project.

Regs. 10 and 15 (Clients duty in relation to providing information) – Where we are the Client we will ensure that every person involved in the planning and management of the structure is promptly provide with pre construction information.

This will consist of ; any information affecting the site/construction work, proposed use of the structure if it is to be a workplace, time allowed for planning prior to start of work and any information from any existing CDM H&S File.

Reg. 14 and 16 (Appointments and duties prior to start for notifiable projects) – appoint where the project is notifiable a CDM Co-ordinator as soon after initial design work as is practicable. Ensure that the construction phase does not start until a compliant construction phase plan has been prepared and that welfare facilities in compliance with Schedule 2 of the Regs have been provided.

Reg. 17 (Clients duty in relation to the Health and Safety File. – ensure that the CDM Co-ordinator produces the File and that it is kept available for inspection by any person who may need it and that it is revised to incorporate any new information.

Where this company carries out the role of Principal Contractor under the C.D.M Regulations, then we will ensure that we fulfil the requirements of:

Regulation 22, - planning and managing the construction phase, liaising with CDM Co-ordinator and other contractors. Prevent unauthorised access to site provide training as required.

Regulation 23, - ensure that the construction phase plan is produced, monitored and managed to allow work to commence, and revised as the project progresses to ensure so far as is reasonably practicable the health and safety of all who may be affected by the project.

Regulation 24, - to cooperate with site staff to ensure their health safety and welfare and to consult with them on matters that could affect their health and safety.

Where this company carries out the role of Contractor under the C.D.M Regulations, then we will ensure that we fulfil the requirements of:

Regulation 13, - we will plan, manage and monitor our construction work to ensure it is carried out without risks to health and safety. Any sub contractors appointed by us will be informed of minimum time allowed to properly plan and set up before work commences.

We will only use employees or sub contractors who are competent for the tasks required, who are inducted:

have knowledge of the risks likely to be encountered, and identified in the relevant risk assessments for the work they will be involved in.

Understand the emergency procedures, the site rules and the welfare arrangements.

The balance of the regulations relating to construction sites as previously contained in the Construction (Health Safety and Welfare) Regs. 1996 are now revoked and replaced within these regulations, (Schedule 2) and all employees and sub contractors will be given information and monitoring in this regard.

Where the Company undertakes any design work then it recognises that it has duties as detailed in Regulation 11 of the CDM 2007 Regulations.

In the event of such projects being undertaken where the company is one of the main Duty Holders it will consult with its Advisors Jennings Safety Services Ltd to ensure compliance at the outset.

24. Working at Height

The Work at Height Regulations 2005

Falls from height continue to be the single biggest cause of workplace deaths and one of the main causes of major injury.

Work at height is a place 'at height' if (unless these procedures are followed) a person could be injured falling from it, even if it is at or below ground level.

In accordance with the above regulations a risk assessment must be conducted for all working at height, which must consider the following hierarchy of control:

- ❖ Avoid working at height wherever possible;
- ❖ Use work equipment or other measures to prevent falls where they cannot avoid working at height;
- ❖ Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.
- ❖ Duty holders (planners, Managers, Supervisors) must ensure the following:
- ❖ All work at height is properly planned and organised;
- ❖ All work at height takes account of weather conditions that could endanger health and safety;
- ❖ Those involved in work at height are trained and competent;
- ❖ The place where work at height is done is safe;
- ❖ Equipment for work at height is properly inspected;
- ❖ The risks from fragile surfaces are properly controlled;
- ❖ The risk from falling objects are properly controlled.

25. Equipment Vibration

The Control of Vibration at Work Regulations 2005

The company are committed to reducing both long term and short term ill health due to vibration; The company shall comply with the requirements of The Control of Vibration at Work Regulations 2005 by controlling the risk from hand arm vibration and whole body vibration by:

- ❖ assessing the vibration risk to all employees;
- ❖ decide if they are likely to be exposed above the daily exposure action value (EAV) 2.5m/s^2 A (8) for hand arm vibration and 0.5 m/s^2 A (8) for whole body vibration if they are:
- ❖ introduce a programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable;
- ❖ provide health surveillance (regular health checks) to employees who continue to be regularly exposed above the action value or otherwise continue to be at risk;
- ❖ decide if they are likely to be exposed above the daily exposure limit value (ELV) 5m/s^2 for hand arm vibration and 1.15 m/s^2 A(8) for whole body vibration and if they are:
- ❖ take immediate action to reduce their exposure below the limit value;
- ❖ provide information and training to employees on health risks and the actions taken to control those risks;
- ❖ consult with trade union safety representative or employee representative on proposals to control risk and to provide health surveillance;
- ❖ keep a record of risk assessment and control actions;
- ❖ keep health records for employees under health surveillance;
- ❖ review and update risk assessments regularly.

Regulation 7 of the Control of Vibration at Work Regulations 2005 requires employers to provide suitable health surveillance where the risk assessment indicates a risk to workers' health. In any case, workers likely to be exposed in excess of the daily exposure action value of 2.5 m/s^2 A (8) should be under suitable health surveillance.

The company shall institute health surveillance for:

- ❖ workers who are likely to be regularly exposed above the exposure action value;
- ❖ workers likely to be occasionally exposed above the exposure action value where the risk assessment identifies that the frequency and severity of exposure may pose a risk to health; and
- ❖ workers who have a diagnosis of HAVS (even when exposed below the exposure action value).

As a first step to health surveillance, employees will be asked if they have symptoms using a very simple questionnaire. A responsible person shall be appointed by the company to act as part of the health surveillance programme to enable the company to communicate to all employees how the simple screening questionnaires work.

Competent doctors and qualified persons (occupational health nurses) shall be used to assess whether the symptoms are related and due to vibration exposure as part of the company health surveillance programme. The roles of the *responsible person*,

qualified person and *doctor* in health surveillance are described in HSE's generic guidance "Health surveillance at work" (HSG61).

Employees will be given information about the reasons for carrying out health surveillance and will be informed of their roles and responsibilities.

After 3 years of a vibration exposed employee reporting no symptoms they shall be referred for a consultation with an occupational health nurse (qualified person) to provide an opportunity to explore more fully any possible symptoms that the individual may have overlooked.

Records of health surveillance will include:

- ❖ identification details of the employee
- ❖ the employee's history of exposure to HAV
- ❖ the outcome of previous health surveillance in terms of fitness for work, and any restrictions required
- ❖ symptom questionnaires if these are treated as non-confidential by the occupational health nurse

26. Stress

The company in its commitment to protecting the health, safety and welfare of employees recognises work-related stress as an organisational issue. The company acknowledges the requirement under the Management of Health, Safety and Welfare at Work Regulations, 1999 to assess and control the risks arising from work-related stress. This policy will apply to all company employees.

Managers are responsible for implementation of the policy.

Definition of Stress

The Health and Safety Executive define stress as:

"The adverse reaction people have to excessive pressure or other types of demand placed on them. It arises when they worry that they can't cope"

This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress, which can be detrimental to health.

Following the HSE guidance HSG218 - "Tackling work-related stress" the company will proactively identify workplace stressors and provide suitable strategies to eliminate or minimise the risk of stress amongst the workforce.

After a stress risk assessment has been carried out, the effectiveness of measures taken to reduce stress must be reviewed on a regular basis.

The company will consult with employees on all issues around the Stress Policy and any provision for training.

Employees are encouraged to consult with their managers around issues relating to work related stress.

The company will provide training for designated managers around stress risk assessment and all managers on stress awareness.

The company will provide easy access to confidential counselling for employees affected by stress caused by either work or external factors.

27. Drugs and Alcohol

The company recognises the potential dangers of alcohol, drugs and solvent abuse, known as substance abuse, to both the individual and the company.

The company aims to prevent, where possible, alcohol, drug and solvent abuse amongst employees and to detect at an early stage employees with problems.

The company will offer assistance to employees admitting to a drug or alcohol problem such as leave of absence from work if required for treatment. There may be circumstances when this offer may not be appropriate and Managers must assess each case individually.

Employees must report to work unimpaired by alcohol, illegal drugs or prescription drugs.

Any employee reporting to work impaired by drugs and/or alcohol will be subject to the company disciplinary procedure, which could lead to dismissal.

Any employee or contractor found to be possessing, using, selling or under the influence of illegal drugs or solvents during working hours shall be subject to the company disciplinary procedure, which could lead to dismissal and persons being reported to the police.

Any employee or contractors who possesses, uses, sells or is under the influence of illegal drugs on personal time which adversely affects the company or it's employees or contractors shall be subject the company disciplinary procedure, which could lead to dismissal.

Any employee or contractor found to be in possession or consuming alcohol whilst at work without permission shall be subject to the company disciplinary procedure, which could lead to dismissal.

Prescription drugs are permitted to be taken during working hours only if they have been deemed to be safe to do so by a competent doctor and the prescription drugs do not affect the employee's ability to carry out their work safely. Employees must inform supervisors/ managers when taking prescription drugs that may alter their behaviour or physical/mental ability before starting work.

28. Bullying, Harassment and Sexual Harassment at Work

The company shall not tolerate bullying, harassment or sexual harassment in any form of employees by managers, co-workers or any other persons on site. Harassment shall be measured in the context of the impact of the harasser's conduct, not his/her intent.

All complaints of bullying, harassment or sexual harassment will be investigated and treated with fairness, sensitivity and in a confidential manner.

Company employees found to be bullying, harassing or sexually harassing co-workers or any other persons on site will be subject to the company disciplinary

procedure, which could lead to dismissal. Non-company employees found to be bullying, harassing or sexually harassing co-workers or any other persons on site will be removed from site or contract terminated.

29. Violence in the Workplace

The personal safety of staff is of paramount importance. Consequently, any actual or threatened violence towards staff is unacceptable.

The company recognises and accepts responsibility under Health and Safety legislation and expects all staff to take reasonable care for their own well-being and for the safety of persons who may be affected by their actions.

The company will minimise risks and ensure the prevention of violence and the security of the working environment.

All incidents of violence must be reported and investigated; and appropriate action will be taken to prevent and/or reduce the risks of deliberate acts of violence via the companies management procedures and/or where appropriate via police intervention in cases of assault.

Appropriate training will be given to enable staff to respond respectfully and sensitively in situations and also to enable them to protect themselves, colleagues and others when managing violent or potentially violent situations.

Staff who become victims of an act of violence during the course of, or arising out of their work, will be offered support and assistance as detailed within these guidelines.

Managers should never trivialise the employee's perception of being under threat. Such feelings should always be discussed seriously and every effort made to achieve a resolution, which minimises the employees fear. This may involve, general discussion, support from other colleagues, additional training or counselling.

Following an incident the manager must ensure that all reasonable steps are taken to minimise any future risk and undertake a new risk assessment.

If the aggressor should be a member of staff, the incident should be investigated in accordance with the Company Disciplinary Procedure.

30. The Working Time Regulations 1998

Consideration as to, working hours, rest periods, annual leave, shift working etc. and suitable maintenance of records to be in place to ensure compliance with these regulations.

31. Young Persons in the Workplace

The Health & Safety Young Persons Regulations 1997

Young Persons are those aged between 16 years and 17 years i.e. having attained school leaving age but not yet 18 years of age. Because of their lack of experience and maturity there is a greater requirement on their employer to ensure their health and safety in the workplace.

A specific risk assessment is required, a copy of which should be given to the Parents or Guardian of the young person.

The extent of the risks you identify in the risk assessment will determine whether you should restrict the work of the young people you employ. Except in special circumstances, you should not employ young people to do work which:

- ❖ is beyond their physical or psychological capacity;
- ❖ exposes them to substances chronically harmful to human health, e.g. toxic or carcinogenic substances, or effects likely to be passed on genetically or likely to harm the unborn child;
- ❖ exposes them to radiation;
- ❖ involves a risk of accidents which they are unlikely to recognize because of e.g. their lack of experience, training or attention to safety;
- ❖ involves a risk to their health from extreme heat, noise or vibration.

These restrictions will not apply in '**special circumstances**' where young people over the minimum school leaving age are doing work necessary for their training, under proper supervision by a competent person, and providing the risks are reduced to the lowest level, so far as is reasonably practicable. Under no circumstances can children of compulsory school age do work involving these risks, whether they are employed or under training such as work experience.

Example of Risk – Work beyond physical capacity. Young people may not be physically capable to operate a piece of machinery or work at the pace which is determined by a piece of machinery. Young persons may be more at risk as their muscle strength may not be fully developed, and they may be less skilled in handling techniques or in pacing the work according to their capacity. They may also be subject to peer pressure to take on tasks that are too much for them or work more quickly.

The risk assessment should take account of age and experience and should include training and supervision as a control.

32. Environment

- ❖ Accident reporting is detailed in section three of the arrangements in addition environmental accidents/incidents and near misses should be recorded.
- ❖ Training is detailed in section four of the arrangements in addition environmental awareness training shall be included as part of this system.
- ❖ Fire and Emergency Procedure is detailed in section five of the arrangements in addition any environmental impact shall be considered in any future emergency reviews.
- ❖ Dangerous Substances is detailed in section six of the arrangements in addition environmental impact will be considered in the use and disposal of dangerous substances.
- ❖ Consultation & Communication is detailed in section eleven of the arrangements in addition all receiving such consultation and communication will also receive any relevant environmental information.
- ❖ Waste Management is detailed in section thirteen of the arrangements in addition where possible all waste will be reduced in line with current best practice.

- ❖ Noise is detailed in section fourteen of the arrangements in addition noise nuisance will be considered in all operations.
- ❖ Asbestos is detailed in section fifteen of the arrangements.
- ❖ Risk Assessment is detailed in section eighteen of the arrangements in addition where necessary environmental assessments will be carried out.
- ❖ Vibration is detailed in section twenty five of the arrangements in addition it is recognised that vibration can cause nuisance and this will be considered in all operations recognised as producing nuisance vibration.

33. Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002)

The health problems associated with VDU work are:

- ❖ upper limb disorders (including pains in the neck, arms, elbows, wrists, hands, fingers). Often known as repetitive strain injury or 'RSI';
- ❖ back ache;
- ❖ fatigue and stress;
- ❖ temporary eye strain (but not eye damage)
- ❖ headaches.

The company will:

- ❖ Identify workers who should be classed as users;
- ❖ Ensure that workstations meet specified minimum requirements;
- ❖ Plan work activities so that they include breaks or changes of activity;
- ❖ Provide eye and eyesight tests on request, and special spectacles if needed;
- ❖ Provide information and training as necessary.

34. Disciplinary Code

Where any employee is in contravention of Health and Safety rules and procedures, they will be subject to the company disciplinary procedure. Depending on severity, disciplinary action will be taken which can lead to dismissal in cases classed as Gross Misconduct.

Appendix (i)

Company Health, Safety and Environmental Structure

