



A J MECHANICAL SERVICES

HEALTH, SAFETY & ENVIRONMENTAL POLICY

FOR

AJ MECHANICAL SERVICES LTD

UNIT 3
HOME FARM BUSINESS CENTRE
COPLER ROAD
CARDINGTON
BEDFORDSHIRE
MK44 3SN

REGISTERED OFFICE

Revision Record Sheet

To ensure that the AJ Mechanical Services Ltd, Health and Safety Policy remains current, and sufficiently meets our business needs we ensure that it is reviewed at least annually either by ourselves or external by 'Logic Safety Solutions Ltd' (health and safety consultants). The record below is evidence of these reviews and what (if any) changes have been made.

This record MUST be completed by any person conducting a review of the health and safety policy and then accepted by a senior member of Logic Safety Solutions Ltd.

Issue number	Issue date	Description of Change	Approved by
01	November 2017	First Issue LSS v1 Policy, Drug and Alcohol testing added	Anthony Boyle
02	December 2018	No significant changes	Anthony Boyle
03	March 2019	Welfare added	Anthony Boyle
04	March 2020	No significant changes	Anthony Boyle

This Health and Safety Policy is in five parts:

1. The Company Health and Safety Policy Statement.
2. The Company Environmental Policy Statement.
3. The Organisation and Responsibilities for Managing Health and Safety.
4. The Arrangements for Managing Health and Safety.

This is a policy document which is supported by a set of comprehensive Health and Safety Procedures (provided by our Health and Safety Advisers). The Procedures should be read in conjunction with this policy.



Executive summary

The Health and Safety at Work etc. Act 1974 places the duty on an employer to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees and others who may be affected by its acts or omissions. This includes the provision and maintenance of safe plant, machinery, equipment and safe systems of work.

Although the ultimate responsibility for compliance with the Act rests with employers, every employee also has a responsibility to ensure that no one is harmed as a result of their acts or omissions during the course of their work.

It shall be the duty of every employer to ensure, so far as reasonably practicable, the health, safety and welfare at work of all his employees (Section 2 HASAWA).

It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety (Section 3 HASAWA).

Compliance with the Health and Safety at Work Act is a legal requirement. As such, an offence, committed under the Act would constitute a criminal offence and could lead to prosecution, resulting in a fine and/or a term of imprisonment.

New legislation means that if the organisation commits an offence which is a material breach in the opinion of the Health & Safety Executive (HSE) inspector, or there is or has been a contravention of health and safety law that requires them to issue notice in writing of that opinion to the duty holder.

HSE inspectors may issue an improvement or prohibition notice, or a prosecution and must include the following information:

- the law that the inspector's opinion relates to;
- the reasons for their opinion;
- and notifications that a fee is payable to HSE.

If they see material breaches of the law, the organisation will have to pay a fee. The fee is based on the amount of time that the inspector has had to spend identifying the breach, helping you to put it right, investigating and taking enforcement action. Guidance on Fees for Intervention by Health and Safety Executive recovery incurred follow the link. www.hse.gov.uk/fee-for-intervention

In addition to the Health and Safety at Work Act 1974, others apply such as Regulations, Approved Codes of Practice, Guidance Notes and Directives. Logic Safety Solutions Ltd uses the Health & Safety Executive (HSE) model HSG 65 (see page 4) as a method of ensuring that the work of the organisation is conducted in as safe a manner as is reasonably practicable.



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AJ Mechanical Services Ltd

1. Health and Safety Policy Statement of Intent

It is our policy to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and others who may be affected by our activities as far as is reasonably practicable.

We are committed to the prevention of ill health and injury and to a programme of continual improvement in the reduction of injury and ill health.

We will provide such information, instruction, training and supervision that may be needed for the purposes of complying with any requirements to eliminate or reduce the effect of the hazards created by our undertakings.

We are committed to complying with our statutory health and safety responsibilities and all other responsibilities as prescribed in this policy. We recognise that these legal requirements represent the minimum level of achievement and we will strive to ensure that higher standards are reached.

We firmly believe that health and safety objectives are equally as important as other business objectives, and so, each year, we will set health and safety performance targets aimed at achieving the principal objectives of:

- ✓ Reducing accidents year on year
- ✓ Reducing the potential and actual impact on work-related ill health
- ✓ Increasing employee knowledge and understanding of workplace risks
- ✓ Improving employee involvement in the development of safe systems of work

Sufficient financial, other resources and training will be made available to achieve our health and safety objectives. Every process, procedure and working practice will be designed to achieve our objectives and our programme of continual improvement.

Health and safety are responsibilities of management and they rank equally with all other indicators of success. However, we expect every employee to be fully committed to ensuring that we meet our core health and safety objectives.

To ensure that every employee understands their responsibility and is able to work safely we will provide the necessary training. Where required, we will seek expert external advice from a competent person(s).

We recognise the importance of good communication and consultation and so all employees will be involved and consulted in the development of those systems required to meet our objectives.

Employees will be required, as a condition of employment, to observe safe working practices and provide full cooperation and support to management in carrying out this policy.

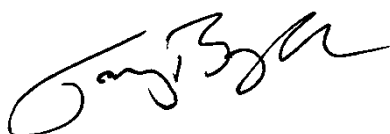
This policy and the health and safety management system will be reviewed annually and updated as necessary; any revisions will be communicated to those affected by the changes.

Whilst I have responsibility for carrying out this policy I expect every manager, supervisor and employee to ensure that this policy is implemented within their departments as applicable.

I will ensure that there are arrangements in place to strategic planning, regular review and development of the health and safety management system.

Anthony Boyle – Managing Director

Signature:



Date: 2nd March 2020

AJ Mechanical Services Ltd

2. Environmental Policy Statement of Intent

We have an obligation to our customers and employees to protect the environment and human health. We believe that sound environmental management is crucial to our business success. It is also an integral part of our mission and values and helps to define Logic Safety Solutions Ltd as a responsible company.

In maintaining this commitment, we will adhere to the following goals and guidelines. We seek to:

- ✓ Meet or exceed the requirements of relevant laws, regulations and codes of practice regarding responsible stewardship
- ✓ Conserve raw materials and non-renewable natural resources by eliminating or reducing waste, by reusing materials and by recycling.
- ✓ Continually improve environmental management systems by monitoring environmental performance and by integrating environmental considerations into our business decisions and planning activities
- ✓ Cooperate with responsible outside organisations, suppliers and work with customers to improve our collective ability to protect the environment.

Everyone at Logic Safety Solutions Ltd understands and supports this policy and recognises that it is an integral part of our ongoing efforts, if we are to maintain our position as a leader in the fresh and fresh-cut produce industries.

Employees will be required, as a condition of employment, to observe environmental practices and provide full cooperation and support to management in carrying out this policy.

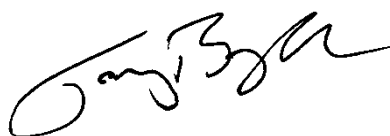
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Whilst I have responsibility for carrying out this policy I expect every manager, supervisor and employee to ensure that this policy is implemented within their departments as applicable.

I will ensure that there are arrangements in place to strategic planning, regular review and development of the environmental management system.

Anthony Boyle – Managing Director

Signature:



Date: 2nd March 2020

3. Organisation, Duties and Responsibilities

Scope

This policy applies to the whole organisation and covers all work activities. Where joint responsibility has been identified within the table, it is each person's responsibility to ensure that they are effectively managing this topic / issue within their area / workplace of control.

Responsibilities

Area	Responsibility	Name or Position of the Responsible Person(s)
Day-to-day responsibility	Has day to day responsibility for ensuring that this policy is implemented, monitored and reviewed as necessary.	Contracts Manager / Site Foreman
Risk assessments. Person(s) responsible for ensuring that the risk assessments are completed and the controls implemented including all training and documentation	General task-based risk assessments	Operations Director / Contracts Manager
	Fire risk assessments	Operations Director
	Hazardous substances risk assessments	Senior Contracts Manager
	Manual handling risk assessments	Senior Contracts Manager
	Display screen equipment assessments (computer workstations)	Senior Operations Director
	Work Equipment	Operations Director / Senior Contracts Manager / Site Foreman
	Work at Height	Senior Contracts Manager / Site Foreman
Training	Responsible for ensuring that all employees are provided with induction training and any other training commensurate with the tasks they carry out, and maintaining records	Operations Director
Accident reporting, recording and investigation	Responsible for ensuring that all accidents are reported, recorded and investigated and reports sent to the HSE as and when required.	Senior Contracts Manager / Site Foreman



Area	Responsibility	Name or Position of the Responsible Person(s)
Building and working environment	Responsible for ensuring that the buildings and working environment are maintained, tested and inspected as required. Includes fire safety, asbestos and legionella surveys, heating and ventilation, PAT testing, fixed wiring etc.	Senior Contracts Manager / Site Forman

Employees' Duties

Employees have a duty to take reasonable care for the safety of themselves and other persons who may foreseeably be affected by their acts or omissions at work.

Employees must co-operate with the management team to enable the company to perform and comply with any statutory duties.

Employees must not intentionally or recklessly interfere with or misuse anything that has been provided for the purpose of health and safety. Failure to comply with this policy may lead to disciplinary action up to and including dismissal.

Employees must only use machinery, equipment, substances, etc. as instructed or trained.

Employees must report any work situation or deficiencies in control measures, which could lead to serious and imminent danger to health and safety, to a member of the management team.

Each employee is personally responsible for making their manager aware of any injury, illness or disability which could affect their own safety or well-being or the safety or well-being of others.

Workforce Involvement and Consultation with Employees

Company employees will be involved in the development of risk controls and consulted before any significant changes are introduced which could affect their health or safety.

Health and safety will be included in all formal team meetings/briefings as a standing agenda item.

If any employee wishes to discuss a health and safety matter they may bring it to the attention of the Responsible Person or their immediate line manager.

Where English is not an employee's first language, where possible arrangements will be made for translation (either verbal or written) to their native tongue. Any such translations will be externally verified as accurate.

We will recognise any elected Safety Representative in line with the requirements of the Safety Representatives and Safety Committees Regulations 1977 (as amended) and the Health and Safety (Consultation with Employees) Regulations 1996 (as amended) and INDG232.



Access to Competent Advice

The Company have contracted Logic Safety Solutions Ltd to provide health and safety advice and they will (subject to the detailed agreement) advise on:

- All matters of health and safety
- Training and competency needs
- The carrying out of risk assessments
- Inspections and audits and advising on improvements where necessary
- Changes to legislation as applicable.

Logic Safety Solutions Ltd subscribe to recognised sources of health and safety information (Barbour Index, SHP, HSE RSS feeds etc.) to ensure that regular updates are available on legislation, standards and guidance and these are either passed on or made available to all managers/employees.

All employees have access to the Health and Safety Policy and will be provided with information and risk controls arising from the risk assessments.



Health Surveillance

Policy

We recognise the importance of health surveillance in the early identification of ill health and the identification of any corrective action. Where health surveillance is required by law (for example noise, vibration, solvents, fumes, dusts, biological agents, lead and asbestos) we will ensure that the risk assessment procedure for the particular hazard identifies any requirements for health surveillance and that they are included in the relevant safe system of work. We will use the HSE's health surveillance cycle to enable us to manage health surveillance. The Responsible Person will be provided with the competent advice where necessary.

Arrangements

The Responsible Person will:

1. Ensure that all risk assessment procedures include a method for identify whether health surveillance is required
2. Where a need is identified arrange for appropriate surveillance to be carried out seeking advice from a competent person if required
3. Ensure that records of health surveillance are maintained
4. Manage the outcome of all health surveillance and act on the results

Monitoring auditing and review

Policy

We will carry out regular monitoring, auditing and review of the health and safety management system to ensure ongoing statutory compliance and continual improvement.

In particular:

- We will carry out regular audits to measure how effectively we are implementing this policy and how effectively we are controlling our risks.
- Heads of department will carry out regular inspections and record the findings
- All incidents will be investigated to identify any system failures

Arrangements

The Responsible Person will:

1. Review the Health and Safety Policy annually as a minimum
2. Review risk assessments regularly and at least annually
3. Monitor accident data for trends and indicators
4. Ensure that regular inspections are carried out of the workplace and activities
5. Seek feedback from employees and safety representatives (where appointed)
6. Prepare an annual report on health and safety performance either internally or externally by our appointed health and safety consultants.

5. The Arrangements for Managing Health and Safety

Accident/Incident reporting, recording and investigation

Policy

An incident is defined as 'a work related event(s) in which an injury or ill health or fatality occurred or could have occurred'.

Notes:

- *An accident is an incident which has given rise to injury or ill health or fatality.*
- *An incident where no injury, ill health or fatality occurs may be referred to as a near miss or near hit.*

All incidents involving employees, contractors, visitors and members of the public must be reported, recorded and investigated.

The report must be made as soon as possible after the incident, preferably on the same day, and an entry made in the Accident Book (if applicable) and/or Incident Report Form.

Some accidents must be reported to the Health and Safety Executive as required by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). See Logic Safety Solutions guide to Accidents for details. Where applicable, the Responsible Person will complete the relevant Form F2508 using the on-line reporting procedure at www.hse.gov.uk/riddor or by calling 0845 300 99 23.

Detailed information and definitions on the types of accidents that must be reported and the timescales for reporting can be found in the Logic Safety Solutions guide to Accidents.

Arrangements

The Responsible Person will ensure that there are adequate numbers of people to respond to an incident and to complete reports and investigations.

The responsible person (or their deputy) on being notified or becoming aware of an incident will:

1. Report to the scene and ensure that first aid and other emergency actions have been carried out if applicable
2. Freeze the scene as much as possible to retain evidence
3. Make a note of any witnesses or people in the vicinity
4. Raise an Accident/Incident Report and capture as much information as possible of the injured person, equipment, conditions, PPE etc.
5. Carry out an accident/incident investigation
6. Identify the cause(s) of the accident/incident and take action to ensure that there will not be a reoccurrence as far as is reasonably practicable
7. Review the risk assessment if applicable
8. Communicate the findings to interested parties.

Abrasive Wheels

Policy

We recognise that a number of risks are associated with the use of abrasive wheels. All abrasive wheel operators will be suitably trained and competent. All wheels will be marked to conform to Annex "A" of BS EN 12413. All wheels are guarded and secured in position and properly adjusted before the wheel is run.

Arrangements

The Responsible Person will ensure that:

- All users have received training in accordance with HSG17
- Only trained and authorised people change and dress abrasive wheels
- All abrasive wheels are included in the equipment register/inventory and subject to regular visual inspection and test.

Alcohol and drugs

Policy

The use of alcoholic beverages and/or non-prescription drugs is absolutely prohibited at work by any employee.

No employee on or off duty is permitted to drive or operate any Company vehicle, equipment or machinery after consuming any alcoholic beverages or prescribed drugs which impair driving or operating ability.

Any employee identified using alcohol or drugs on company property may be dismissed and any employee suspected of having consumed alcohol or drugs on duty may be subjected to a test and if found positive may be dismissed (subject to company disciplinary policy and procedures).

We will provide employees with information on sensible drinking and drug awareness. The aim is to encourage those with drug or alcohol-related problems to seek medical advice and counselling by an outside agency.

An employee should not permit any person who is, or appears to be, intoxicated or under the influence of drugs to enter or remain in the workplace or on the premises where machinery is used, if that person's presence constitutes a threat to the safety of themselves or other persons in the workplace.

Arrangements

The Responsible Person will ensure that where necessary unannounced random drug and alcohol testing is completed for both staff and any contractors who are working on behalf of the business.2

Asbestos at Work

Policy

We recognise that we have a duty under the Control of Asbestos Regulations to protect employees, contractors and visitors from exposure to asbestos fibres.

Where employees or any person working on our behalf has reason to work on asbestos containing materials (ACMs) or suspect ACMs, whether on our own premises or at another employer's premises, then we will ensure that they have been properly trained, on asbestos awareness as a minimum, and that they have access to the asbestos management plan before any work starts so as to avoid the likelihood of exposure or inadvertent exposure.

If any employee should find or discover asbestos in the workplace they must take the following emergency actions:

- Stop work immediately
- Keep everyone out of the area
- Report the problem to the person in charge as soon as possible
- Put up a warning sign 'possible asbestos contamination'
- Arrange for the material to be analysed
- Act on the results of the report

Arrangements

The Responsible Person will:

1. Ensure that all our non-domestic premises have asbestos risk assessments and asbestos management plans in place
2. Ensure that a copy of the asbestos assessment and asbestos management plan is kept at reception or some other easily accessible place and all contractors sign as having read and understood it before carrying out any work on the premises that may lead to the disturbance of asbestos containing materials
3. Ensure that additional training is provided where the need is identified by risk assessments
4. Ensure that when working on another employer's site that a copy of the asbestos survey/plan is seen before work starts. (This must include a refurbishment/demolition survey if required)
5. Ensure that all employees who may come into contact with asbestos containing materials receive asbestos awareness training from a competent person following the syllabus set out in the HSE guide EM2 (Asbestos Essentials)
6. Ensure that any work on ACM is restricted to non-licensed work or notifiable non-licensed work.

Confined Spaces

Policy

A confined space is defined as any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk. We will avoid working in confined spaces as far as is reasonably practicable.

All work in confined spaces will be subject to a detailed risk assessment and method statement, and may also require a Permit To Work, before entry. All operatives required to enter confined spaces will receive suitable instruction/training before entering. Each confined space activity will be under the supervision of a competent person.

All confined space work will be carried out in accordance with L101.

Arrangements

The Responsible Person will ensure that:

- All confined space work is subject to risk assessment before work starts
- Employees are competent to work in the confined space
- Safety equipment is provided and used.

Control of Contractors

Policy

We recognise our general duty under the Management of Health and Safety at Work Regulations (MHSW) and additional duties as defined in the Construction (Design and Management) Regulations (CDM) to ensure that contractors carrying out any work on our site are competent and that they carry out the work safely. The Responsible Person will ensure that all contractors are subject to checks on their competency to carry out the work safely (using the relevant form from the H&S Advisers) and will monitor their working methods to ensure they follow a safe system of work or method statement. We will refer to HSE guide INDG368 in managing contractors.

When engaging contractors we will give preference to those with appropriate accreditation in line with our corporate purchasing policy.

Co-operation and Co-ordination

Where more than one contractor or other employer is working on site we will appoint a suitable manager to ensure co-operation and co-ordination of the activities so as to ensure that their work does not conflict and result in an increase in risk.

Arrangements

The Responsible Person will:

1. Identify all regular contractors who carry out work on site
2. Send contractors a copy of the contractor's appraisal questionnaire for them to complete (available from the H&S Adviser)
3. Review and assess the returned questionnaires
4. Add approved contractors to the approved list/folder
5. Request risk assessments and method statements for work to be carried out
6. Monitor the activities of contractors on site to ensure they work safely (within levels of own competency)
7. Review the approved list annually.

Display Screen Equipment

Policy

We recognise that the risks posed by computer workstations and similar devices must be managed and that we have duties under the Health and Safety (Display Screen Equipment) (DSE) Regulations.

We will ensure that all workstation 'users' and their workstations, as defined in the DSE Regulations, are subject to risk assessments. Where required, we will make suitable adjustments to those workstations to ensure users safety as far as is reasonably practicable.

We will provide, on request, free eye tests to those employees assessed as users. We will also pay a contribution to the cost of spectacles if you need special corrective appliances (normally spectacles) that are prescribed for the distance the screen is viewed at.

Arrangements

The Responsible Person will:

1. Identify all employees with a workstation and, if necessary, record their name and location
2. Assess if they are a DSE 'user'. See Logic Safety Solutions guide to Display Screen Equipment for details
3. Provide all users with a DSE self-assessment form for completion
4. Ensure that a competent DSE Assessor carries out a workstation assessment for each user taking into account the results of the self-assessment
5. Ensure that any actions arising out of the assessment are discussed with the user and their line manager
6. Ensure that the assessment is reviewed annually or more frequently if required.

Driving for Work

Policy

We recognise that driving associated with work activities exposes employees to risks and that those risks should be assessed and managed along with all other work-related risks.

The Responsible Person will ensure that systems are in place for assessing work-related driving risks and that those systems follow the guidelines from the Department for Transport (Driving for Better Business).

Where identified by the assessment, information, instruction and training will be provided to Company employees.

Arrangements

The Responsible Person will:

1. Identify all drivers that drive on company business or drive company vehicles
2. Ensure that all drivers have the correct licence and, where applicable, medicals, insurance and MOT documents
3. Ensure that they have been issued with a driver's handbook and/or other relevant information
4. Ensure that drivers are aware of the procedure for dealing with emergencies such as breaking down on the motorway and dealing with a flat tyre
5. Ensure that each vehicle has adequate emergency equipment.

Electrical Safety (including portable electrical equipment)

Policy

We recognise that poorly designed and maintained electrical equipment and systems pose a significant risk to employees and other users. We will ensure therefore that the risks from electrical equipment are included in the task risk assessments as applicable. Wherever possible we will use low voltage equipment or safety devices to reduce the risk.

We will ensure that all portable and transportable electrical equipment is subject to periodic inspection and examination (PAT testing). The frequency will be:

- As required by the general requirements of the Electricity at Work Regulations
- In line with the Code of Practice for In-service Inspection and Testing of Electrical Equipment from The Institution of Engineering and Technology
- In line with the findings of any relevant risk assessment

This frequency may vary from site to site or even department to department and it is therefore the responsibility of the Responsible Person to liaise with department heads as to the agreed frequency.

Heads of department are also required to carry out formal visual inspections (subject to the frequency of the PAT testing) to check for damage and defects.

All users of portable electrical equipment are required to carry out before use checks to inspect for damage and defects. If found these must be reported – users are not permitted to carry out any repairs or alterations unless they have been specifically authorised. Checks should include:

- damage (apart from light scuffing) to the supply cable, including fraying or cuts;
- damage to the plug or connector, e.g. the casing is cracking or the pins are bent;
- inadequate joints, including taped joints in the cable;
- the outer sheath of the cable is not effectively secured where it enters the plug or the equipment. Evidence would be if the coloured insulation of the internal cable cores were showing;
- the equipment has been subjected to conditions for which it is not suitable, e.g. it is wet or excessively contaminated;
- damage to the external casing of the equipment;
- loose parts or screws;
- evidence of overheating (burn marks or discolouration).

We will also ensure that the fixed electrical installation for all Company properties is subject to periodic inspection and test to BS 7671 by a competent person. The frequency will be determined by the competent person and the Health and Safety Adviser.

All employees who are expected to work on electrical equipment will be suitably trained and deemed competent. Where work on mains voltage is required this will be carried out by a competent (17th Edition Trained) person.

Arrangements

The Responsible Person will:

1. Identify all portable and transportable electrical equipment and create an inventory of type and location
2. Ensure that users are aware of the duty to carry out before-use checks and are carrying them out and reporting defects
3. Ensure that formal visual inspections are carried out and recorded as part of the general workplace inspection procedure

4. Ensure that a combined inspection and test (PAT test) is carried out by a competent person at the frequency identified by the head of department or the relevant risk assessment
5. Ensure that records of all inspections and tests are maintained
6. Arrange for damaged equipment to be quarantined and repaired
7. Ensure that the fixed electrical installation for all Company properties is subject to periodic inspection and test to BS 7671 by a competent person and records kept.

Fire Safety Management

Policy

We recognise the risks posed by fire and our responsibility under the Regulatory Reform (Fire Safety) Order to carry out fire risk assessments.

We will ensure that fire risk assessments are carried out on all non-domestic premises owned, occupied or controlled by us.

The Company will appoint adequate numbers of trained personnel to provide support and leadership in the event of a fire or similar emergency. This will include fire co-ordinators and fire marshals/wardens as identified in the fire risk assessment.

The Responsible Person will ensure that the findings of the risk assessment are acted upon and that any fire safety management systems are inspected and maintained as required and recorded in the Fire Log Book (or electronic version of similar).

Action to be taken in the event of a fire or emergency

- On discovering a fire
 - Sound the alarm
 - Call the fire service
 - Evacuate by the nearest exit and proceed to assembly point
- If you hear the alarm
 - Evacuate by the nearest exit and proceed to assembly point

Arrangements

The Responsible Person will:

1. Identify all buildings requiring a fire risk assessment
2. Ensure a fire risk assessment is carried out by a competent person
3. Ensure all actions arising from the assessment are completed
4. Ensure all fire management hardware systems such as smoke detectors, emergency lighting, alarm sounders etc. are tested, inspected and maintained and recorded in the Fire log Book or similar
5. Ensure there is an emergency fire evacuation plan for each building and people to assist with the evacuation
6. Ensure employees and visitors are made aware of the emergency plan
7. Ensure that weekly fire alarm tests are carried out and recorded in the Fire Log Book
8. Ensure that an annual fire evacuation drill is carried out (as a minimum)
9. Ensure all other tests, inspections and maintenance is carried out as outlined in the Fire Log Book.

First Aid

Policy

We recognise our duty under the Health and Safety (First Aid) Regulations to provide adequate numbers of people and equipment to ensure timely first aid response and treatment for employees in the event of an injury at work.

We will use the HSE first aid at work assessment tool to assess the cover required and, as a minimum, we will provide:

- a suitably stocked first-aid kit and its location clearly signed
- an appointed person to take charge of first-aid arrangements;
- information for all employees giving details of first-aid arrangements (signs on H&S notice boards).

Arrangements

The Responsible Person will:

1. Ensure that for all areas there are adequate numbers of Appointed Persons or trained first aiders (as identified by assessment) available at all times that people are at work.
2. Ensure that where first aiders are not available, due to unforeseen circumstances, that an Appointed Person is designated to take charge in an emergency.
3. Ensure that there are suitable first aid kits, signs and other equipment to ensure that first aid treatment is provided in good time.
4. Ensure that there is a record of treatment provided by the first aider.
5. Ensure that where employees are working remotely or on another employer's premises that there are arrangements in place to ensure first aid cover

Hazardous Substances

Policy

We recognise the risks posed by hazardous substances and our duties under the Control of Substances Hazardous to Health Regulations (CoSHH). We will assess the use, storage and transportation of hazardous substances to ensure that the risk to employees and others is eliminated or reduced as low as is reasonably practicable, and also that our impact on the environment is minimised.

No employee may use, store or transport a hazardous substance until a risk assessment has been completed and they have a full understanding of the control measures.

The assessment process will be used to identify any requirements for health surveillance.

Arrangements

The Responsible Person will:

1. Ensure that all potentially hazardous substances are identified and listed
2. Ensure that a Material Safety Data Sheet for each hazardous substance is obtained from the supplier
3. Ensure that an assessment of the risk to the health and safety of employees and others is carried out
4. Promote a policy of elimination, replacement or substitution of the substance as far as is reasonably practicable
5. Ensure that the risks from using the substances are controlled and that all people affected are provided with information, instruction and supervision as required
6. Ensure that, where applicable, any engineering controls are maintained in accordance with statutory standards
7. Ensure that all other controls identified in the assessment, including personal protective equipment, are in place and being followed.

Ladders and steps

Policy

Ladders will only be used as access equipment or for short duration work (maximum 30 minutes) and then only for light work involving the use of one hand and/or carrying loads up to around 10kgs. The ladder will be secured by tying off, wedging, providing a ladder stability device or footing. Steps may be used as working platforms provided they are used safely and in accordance with HSE guide INDG 402 and associated documents. All ladders and steps will be Industrial Class 1 or BSEN131 standard.

Arrangements

The Responsible Person will ensure that:

- All users have received training or toolbox talks using INDG402
- All ladders and steps are included in the equipment register/inventory and subject to a 3 monthly formal visual inspection
- Ladders and steps are included in the site inspection programme.

Legionnaires disease

Policy

We recognise that Legionnaires Disease has the potential to cause ill health and fatalities to employees and others and that we may have duties under statutory standards to manage the potential exposure.

Arrangements

The Responsible Person will:

1. Identify any systems that fall within the requirements of the statutory standards and, where required, carry out risk assessments of those systems
2. Ensure that, where applicable, a written scheme is drawn up for managing the risk from legionella and implement and manage the scheme accordingly
3. Ensure that records are kept and that any remedial works and examinations have been effective
4. Ensure that any contractors appointed to manage these systems are assessed as being competent.

Lifting Equipment and Accessories

Policy

We will ensure that all lifting equipment and accessories are subject to inspection and maintenance in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER).

We recognise that equipment such as cranes, mobile elevated working platforms, fork lift trucks, harnesses, lanyards, shackles, eye bolts, chains ropes and strops, and anything used to lift a load, is considered lifting equipment.

We will ensure that we only use equipment that has been subject to inspection by a competent person and has a current test certificate.

Any employee required to use lifting equipment will have suitable instruction/training.

With regards to lifting operations there will be a nominated competent person in charge of the lift who will take charge of planning and supervising the lift. Any major lifts or lifting operations will be subject to detailed method statements specific to the lift and under the control of a competent person.

Arrangements

The Responsible Person will ensure that:

1. The use of lifting equipment/operations is considered in the risk assessment
2. Employees are competent to use the lifting equipment
3. All lifting equipment and accessories have a current certificate of inspection.

Lone working

Policy

We recognise that lone working may, in some cases, increase the risks to people carrying out their work. We will ensure that when carrying out risk assessments lone working risks are taken into consideration and, if required, controls put in place.

Arrangements

Lone working will be considered in the general task-based risk assessments and, where required, suitable controls put in place to ensure that employees are not exposed to an unacceptable risk.

Manual Handling

Policy

We recognise that manually handling loads by physical force can lead to injuries and long-term illness. We will therefore aim to reduce or eliminate any manual handling wherever reasonably practicable.

We recognise our duties as set out in the Manual Handling Operations Regulations (MHOR), and we will ensure that all manual handling activities are subject to an assessment by a competent person. We recognise that detailed manual handling risk assessments may be required in some cases but our policy is that where the risk is obviously low and it falls within the limits set out in the Regulations then it may be included in the general risk assessment for the activity.

All employees required to carry out moving and handling activities will receive training. This may vary from department to department but should at least cover:

- manual handling risk factors and how injuries can occur;
- how to carry out safe manual handling, including good handling technique
- appropriate systems of work for the individual's task and environment;
- use of mechanical aids; and
- practical work to allow the trainer to identify and put right anything the trainee is not doing safely.

Arrangements

The Responsible Person will:

1. Ensure that all tasks involving manual handling are subject to a preliminary assessment by a competent person.
2. Ensure that, where required, detailed manual handling risk assessments are carried out by a competent person
3. Ensure that all low level manual handling risks are included in the general risk assessment
4. Ensure that manual handling risks are eliminated or reduced as far as is reasonably practicable
5. Ensure that moving and handling training is provided to all employees as outlined above.

Mobile Elevating Work Platforms (MEWPs)

Policy

All MEWP operators will be trained by a recognised training provider such as IPAF.

We require all MEWPs to be thoroughly examined at least every 6 months by a competent person. In addition, the operator will carry out before use and weekly inspections.

The selection of suitable MEWPs will be in accordance with CIS58 and MISC614.

When not in use all keys will be removed. Chin straps must be used when wearing hard hats.

A full body harness (BSEN361) and lanyard (BSEN354) will be used for all MEWPs types including scissor lifts. The lanyard length will be set short enough to prevent a person reaching a position where they could fall. Fall arrest (inertia reels or retractable) are not permitted when working from MEWPs unless a detailed assessment has been carried out. Operators will receive instruction in the use of the harness/lanyards and the procedure for periodic inspection.

Arrangements

The Responsible Person will ensure that:

- Only competent people operate MEWPS
- Training certificates are checked, are suitable for the equipment to be used and are in date
- The MEWP is subject to inspection, including:
 - Check LOLER 6-monthly inspection certificate on arrival at site
 - Check daily inspections are carried out
 - Check weekly inspections are carried out and recorded
- Ensure checked after any event liable to have affected its stability
- Harnesses and lanyards are subject to 6-monthly inspections.

New and Expectant Mothers

Policy

We recognise that new and expectant mothers may be put at additional risk by some workplace activities. We further recognise that we have a specific duty under the Management of Health and Safety at Work Regulations (MHSW) to consider risks to new and expectant mothers in our risk assessment procedures.

When an employee provides us with written notification stating that she is pregnant, or that she has given birth within the past six months or that she is breastfeeding, we will immediately take into account any risks identified in their workplace risk assessment. If that risk assessment has identified any risks to the health and safety of a new or expectant mother, or that of her baby, and these risks cannot be avoided by taking any necessary preventive and protective measures under other relevant health and safety legislation, then we will take action to remove, reduce or control the risk.

If the risk cannot be removed we will take the following actions:

1. Temporarily adjust her working conditions and/or hours of work; or if that is not possible
2. Offer her suitable alternative work (at the same rate of pay) if available, or if that is not feasible
3. Suspend her from work on paid leave for as long as necessary, to protect her health and safety, and that of her child.

Arrangements

The Responsible Person will:

1. Ensure that all risk assessments take account of the specific risks to new and expectant mothers
2. Ensure that all employees are aware that they need to inform HR of their condition before the workplace assessment can be taken into account.

Noise

Policy

We recognise that our employees may become exposed to excessive noise from their own work and the work of others if we do not have suitable controls in place.

We will ensure that our employees are made aware of the effects of noise and the actions required for reducing exposure.

We will provide suitable hearing protection but we will also endeavour to eliminate or reduce the noise at source as far as is reasonably practicable.

Where an employee is frequently exposed to noise above the upper exposure action value we will provide health surveillance.

Arrangements

The Responsible Person will ensure that:

- Noise exposure is considered in the general risk assessment
- Noise risk assessments are carried out if required
- Employees at risk are provided with suitable hearing protection
- Hearing protection is worn when required.

Personal protective equipment

Policy

We recognise our duties under the Personal Protective Equipment Regulations and we will provide, free of charge, any personal protective equipment required at work.

Arrangements

The Responsible Person will:

1. Ensure that employees are provided with suitable PPE as identified in risk assessments and that there is a record of issue
2. Ensure that the employees receive training on the correct use of the equipment
3. Ensure that, as required, the PPE is inspected and maintained as per the manufacturer's instructions
4. Arrange for regular checks to ensure that PPE is worn as detailed in the safe system of working.

Power tools

Policy

We recognise that hand-operated power tools can be hazardous if they are not suitable for the job, are not used correctly or are not maintained correctly.

We will ensure that power tools are purchased that reduce the noise and vibration impact as far as is reasonably practicable. We closely monitor each activity to ensure that exposure levels are not exceeded.

We will ensure that all operators receive training on the correct use of each piece of equipment including how to avoid the inherent hazards.

We will use battery-operated or low voltage (110v) wherever possible. If we need to use 240V equipment it will only ever be used with an RCD protected supply.

All electrically-powered tools will be subject to a formal visual inspection and a combined inspection and test.

Arrangements

The Responsible Person will ensure that:

- All users receive training on the use of hand held power tools
- All power tools are included in the equipment register/inventory and subject to inspection as per this policy
- Vibration risk assessments are carried out as required
- Power tools are included in the inspection programme.

Risk Assessments

Policy

We recognise our duties under the Management of Health and Safety at Work Regulations to carry out workplace/task risk assessments.

Risk assessments will be carried out for both routine and non-routine activities in the workplace and the existing controls compared with statutory standards. Where the controls fall below this standard, changes will be made to working practices or the design of the work area, process, substance or equipment to ensure that risks are eliminated, or reduced to an acceptable standard.

Where necessary, additional specialist assessments will be carried out – for example hazardous substances or working from height.

For each assessment, all individuals and groups at risk from the hazard will be considered in the assessment.

Hazards originating outside of the workplace will be considered where they may adversely affect the health and safety of employees and others.

The assessment process will take into account human behaviour, personal capabilities and other human factors.

Assessments will be reviewed whenever there are changes or proposed changes that would make the assessment and the controls no longer valid.

The assessment process will consider all statutory obligations relating to the assessment of risk and the implementation of controls.

When determining controls or considering changes to existing controls we will adopt the following hierarchy:

- a) Elimination of the risk
- b) Substitution with a lower risk
- c) Engineering controls
- d) Signage, warnings and other administrative controls
- e) Personal protective equipment.

Arrangements

The Responsible Person will:

1. Ensure that each work-related activity throughout the organisation is identified, recorded and assessed
2. Ensure that any potentially hazardous materials are identified, recorded and assessed
3. Ensure that any potentially hazardous equipment is identified and assessed
4. Ensure that any building or infrastructure-related equipment or processes are identified, recorded and assessed
5. Ensure that the risk assessments are carried out and recorded by a competent person
6. Ensure that employees are fully informed on the findings of the assessments and in particular the control measures they are required to follow
7. Ensure that the assessments are reviewed regularly, after any significant incident or whenever there is any doubt about the effectiveness of the assessment and the control measures.

Safeguarding Visitors

Policy

We recognise that visitors to our premises or site may not be aware of the hazards to which they may be exposed or what to do in the event of an emergency.

Arrangements

We will inform all visitors on the local arrangements, likely hazards and what to do in the event of an emergency.

Where appropriate, visitors will be asked to sign in and acknowledge the information provided.



Stress at Work

Policy

We understand that pressure is a natural part of all work and helps to keep us motivated, but that excessive pressure may lead to stress-related ill health in some people.

We recognise that under the Management of Health and Safety at Work Regulations we have a duty to assess the risk of stress-related ill health arising from work activities, and under the Health and Safety at Work etc. Act 1974 to take measures to control that risk.

We will adopt the HSE Stress Management Standards in ensuring that we minimise the impact of work-related stress. The Management Standards define the characteristics, or culture, of an organisation where the risks from work related stress are being effectively managed and controlled.

Arrangements

The Responsible Person will ensure that the HSE Stress Management Standards, and the associated tools, are used to evidence that a high level of health, well-being and organisational performance is present in the organisation.

Tower Scaffolds

Policy

Tower scaffolds will only be assembled by competent persons PASMA trained to CIS10. The working platform will have guardrails and toe boards and the means of access will be via an internal access ladder through a flip hatchway in the platform. Where towers are being moved all persons and materials will be removed from the working platform. When in use the wheels will be locked to prevent movement. Towers will be inspected in accordance with CIS10.

Arrangements

The Responsible Person will ensure that:

1. Only competent people build and use tower scaffolds
2. The tower is subject to inspection
 - After assembly
 - After any event liable to have affected its stability
 - At intervals not exceeding seven days
3. All inspection are recorded

Training on health and safety

Policy

We recognise that the Health and Safety at Work Act 1974 (HASAW) and other Regulations explicitly require health and safety training for all employees including managers. To ensure we meet these duties we will carry out training needs analysis to identify the requirements.

We further recognise that instructions must be provided for employees, visitors and contractors to site indicating site rules and procedures. We will provide health and safety induction training for all new starters and this will include the risks and controls associated with their jobs as well as training on emergency arrangements.

The findings of risk assessments and the associated controls will be passed on to those who may be exposed to the risk so that they understand how to avoid it. The method of communication will be determined by the level of risk and the complexity of the control measures, so may range from verbal instruction to written procedures.

In all cases, a record will be kept of the information, instruction or training carried out and details of the information provided.

Arrangements

The Responsible Person will ensure that:

4. A training needs analysis is carried out to identify the training requirements for all employees
5. Records of training are maintained including refresher training.
6. All new employees receive suitable induction training

Violence and bullying at work

Policy

We recognise that we have a legal duty to protect our employees from foreseeable violence at work and we will ensure that systems are in place to ensure this. We have a zero tolerance for any bullying or violence at work whether from other employees, members of the public or visitors.

We will continually monitor for any signs of a problem and, if there is a problem, we will take action immediately. Any employee found to be bullying any other employees will face disciplinary action.

Work Equipment

Policy

We recognise the risks posed by work equipment and the specific duties under the Provision and Use of Work Equipment Regulations (PUWER).

We further recognise that some specialist work equipment is subject to specific Guidance and Approved Codes of Practice (i.e. gas boilers, lifts) and we will seek advice from our health and safety advisers in identifying any additional and specific duties for ensuring compliance.

We will maintain records of appropriate maintenance and inspection of work equipment.

We will provide appropriate training as identified through the induction process and the risk assessment procedure.

We will provide appropriate signage and instructions as identified by the risk assessment of the task that includes the work equipment.

Arrangements

The Responsible Person will:

1. Identify all work equipment owned, hired or otherwise used by the company
2. Maintain a register of this equipment. Within that Register, identify:
 - a. The specific Regulation or Guidance relevant to the equipment
 - b. The maintenance, inspection and test requirements
 - c. The training requirements relevant to the equipment
 - d. Any restrictions on use such as age or pregnancy
 - e. That the use of the equipment is covered by a current risk assessment
3. Ensure that all of the requirements identified in the Register are being met and recorded
4. Ensure that regular spot checks or audits are carried out to ensure that the requirements are being maintained

Working Environment

Policy

We recognise that we have a duty to provide a safe and suitable working environment and welfare facilities as required by the Workplace (Health, Safety and Welfare) Regulations (WHSW) and that those facilities shall be maintained.

Arrangements

The Responsible Person will:

1. Ensure that where necessary a check of the workplace is carried out in accordance with the Approved Code of Practice to the WHSW Regulations and that the required standards are being met
2. Ensure that regular inspections of the workplace are carried out.

Welfare

Policy

Welfare facilities' are those that are necessary for the well-being of your employees, such as washing, toilet, rest and changing facilities, and somewhere clean to eat and drink during breaks.

Arrangements

The Responsible Person will:

1. Provide enough toilets and washbasins for those expected to use them
2. Where possible, separate facilities for men and women - failing that, rooms with lockable doors;
3. Clean facilities, to help achieve this walls and floors should preferably be tiled (or covered in suitable waterproof material) to make them easier to clean;
4. Ensure a supply of toilet paper and, for female employees, a means of disposing of sanitary dressings;
5. Ensure facilities that are well lit and ventilated;
6. Ensure facilities with hot and cold running water;
7. Ensure enough soap or other washing agents;
8. Ensure a basin large enough to wash hands and forearms if necessary;
9. Ensure a means for drying hands, eg paper towels or a hot air dryer;
10. Provide showers where necessary, eg for particularly dirty work.

Working at height

Policy

'At Height' means a place that, unless the Regulatory guidance is followed, a person could be injured falling from it, even if it is at or below ground level.

'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work.

It is our policy to comply with the Work at Height Regulations and any guidance made under the Regulations. We will achieve this by carrying out risk assessments of all activities that fall within the definition of working at height as detailed in the Regulations.

We will do all that is reasonably practicable to prevent anyone falling by applying the following hierarchy:

1. We will avoid work at height wherever we can
2. Where we cannot avoid working at height we will use work equipment or other measures to prevent falls and,
3. Where we cannot eliminate the risk of fall we will use work equipment or other measures to minimise the distance and the consequences of a fall should one occur.

We will provide suitable training and supervision as is necessary to control the risks from working at height.

Arrangements

The Responsible Person will ensure that:

1. Where work at height is required, a risk assessment is carried in order to identify the risk control measures required to minimise the risks, so far as reasonably practicable, and that the risk assessment process takes into consideration the hierarchy of controls as set out within the Work at Height Regulations
2. Where applicable, risk control measures include arrangements for rescue
3. The assessment includes any training requirements and equipment inspection requirements.

Young Workers

Policy

We currently employ young workers and recognise that young workers (above minimum school leaving age but below 18) may be put at additional risk by some workplace activities. We further recognise that we have a specific duty under the Management of Health and Safety at Work Regulations (MHSW) to consider risks to young people in our risk assessment procedures.

Before employing a young person we will review our risk assessment. The method may vary depending on whether the guardian of the young person provides us with a form for completion or, where this is not provided, we will use our own method to meet this requirement.

Arrangements

The Responsible Person will:

1. Ensure that all risk assessments take account of the specific risks to young workers
2. Ensure that all employees are aware of the requirement to review assessments before employing young people.