

# **HEALTH AND SAFETY POLICY**

**For**

**Mission Road Electrical Ltd**

## HEALTH AND SAFETY POLICY STATEMENT

This statement of intent should be read in conjunction with the full Health and Safety Policy which details the arrangements and responsibilities of our Occupational Health and Safety Management System.

It is our aim to ensure, so far as is reasonably practicable, the health and safety of our employees and third parties who may be affected by our work activities. We are committed to:

- complying with all legal and other applicable requirements
- the prevention of injury and ill health, and
- continually improving our occupational health and safety management and performance.

Progress towards these objectives will be monitored and subject to periodic review by management.

The Senior Management Team leads by example and supports a positive health and safety culture where everyone meets their responsibilities for the safety and health of themselves and others. The Director Responsible for Safety has ultimate responsibility for health and safety.

Nominated employees have been assigned duties as Health and Safety Co-ordinators and specific responsibilities for health and safety matters have been assigned to line managers.

Communication between all levels of employees within the Company is paramount. We will ensure that all employees have the knowledge and competence they need to meet their individual and collective responsibilities. All our employees will be given adequate supervision, information, instruction and training as is necessary to carry out their duties on behalf of the company.

We will identify significant hazards and plan for their elimination, reduction and control by conducting risk assessments at regular intervals, the results of which will be communicated to our employees.

We will ensure that the resources necessary to achieve the objectives of this policy are made available.

An annual review of this policy and associated procedures will be carried out to ensure their continued effectiveness and where necessary amended. Any amendments will be brought to the attention of all persons that need to know.

The full Health and Safety Policy is available on request to interested parties.



Robert Best

Director(s) Responsible for Safety

Dated...25/11/2024.....

## APPOINTMENT OF SPECIFIC HEALTH AND SAFETY RESPONSIBILITIES

To ensure that the spirit and the letter of the law is upheld we have appointed specific people or groups of people to be responsible for the implementation of certain key aspects of our health and safety policy.

Those people listed as having specific health and safety duties are given the relevant documentation and guidance to assist them with their duties.

Health and Safety Duties	Person Responsible	Job Title
Risk Assessments and Managing Health and Safety at Work	Robert Best	Director
Consultation with Employees	Robert Best	Director
Safety Training	Robert Best	Director
Welfare	Robert Best	Director
Management of Incidents (Accident Reporting & First Aid)	Robert Best	Director
Fire and Emergency Evacuation	Robert Best	Director
COSHH	Robert Best	Director
Provision of Work Equipment	Robert Best	Director
Electrical Safety	Robert Best	Director
Manual Handling	Robert Best	Director
Occupational Health	Robert Best	Director
Control of Asbestos	Robert Best	Director
Hot Works	Robert Best	Director
Lone Working	Robert Best	Director
Personal Protective Equipment	Robert Best	Director

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Use and Control of Contractors	Robert Best	Director
Violence, Aggression & Challenging Behaviour at Work	Robert Best	Director
Work Related Stress	Robert Best	Director
Behavioural Safety	Robert Best	Director
Working at Height	Robert Best	Director
LOLER	Robert Best	Director
MEWP	Robert Best	Director
Drugs & Alcohol	Robert Best	Director
Infection Control	Robert Best	Director
Duties Under CDM 2015	Robert Best	Director
Control of Noise at Work	Robert Best	Director
Control of Vibration at Work	Robert Best	Director
Environmental Impact	Robert Best	Director
Home / Remote Working	Robert Best	Director
Respiratory Protective Equipment	Robert Best	Director
Transport	Robert Best	Director

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# Responsibilities

## Managing Director

Will ensure that:

All employees take a proactive role in health and safety to ensure that risks are effectively controlled.

All employees are aware of their responsibilities for ensuring the health and safety of themselves and others who may be affected by their acts or omissions.

Professional health and safety assistance is maintained as required by the Management of Health and Safety at Work Regulations.

Effective communication is maintained with all employees in order to promote a culture which recognises that controlling health and safety risks is an essential part of everyone's daily life.

Adequate funds, materials, equipment and human resources are provided to meet all health and safety requirements

Adequate contingency funds are available to address any unforeseen/unexpected health and safe issues that may arise.

Prime consideration is given to health and safety in all forward planning.

The health and safety policy and procedures are monitored and that any changes necessary are made and maintained throughout the company.

Support is given to all employees to enable implementation of all aspects of the health and safety policy and procedures.

Health and safety training is provided for all employees.

Appropriate insurance cover is in place and maintained for all aspects of company activities.

Effective channels of communication are maintained so that information concerning safety matters can be communicated to all employees.

## Director/Managers

Will ensure that:

They are familiar with the company's Health and Safety Policy.

They demonstrate a personal involvement and support to ensure the company's Health and Safety Policy is effective and maintained.

Adequate supervision is available at all times, particularly where young or inexperienced workers

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are involved or new processes are being introduced.

Suitable and sufficient assessments are made of the risks to the health and safety of employees and other persons who may be affected by the company's activities.

Safe systems of work are operated within their area of responsibility and that systems of work dealing with complex or hazardous operations are recorded and readily available.

Health and safety issues are always considered at the planning stage of all projects to risks during the project, commissioning, and operating of the completed project.

Periodic audits are undertaken for the purpose of checking compliance with agreed standards.

Staff comply with relevant health and safety legislation and follow approved procedures and systems of work.

Assistance is given to staff in resolving any health, safety or welfare problems referred to them and seeking advice and guidance for those which they cannot achieve a satisfactory solution with the resources available.

Details of all accidents resulting in injury are properly recorded, investigated and, if necessary, reported to the appropriate authority.

Staff receive appropriate training or instruction for the tasks they are expected to undertake.

Information regarding health and safety matters is communicated to staff under their control.

## **Employees**

Will ensure that:

Compliance and co-operation with any reasonable request made to permit the company to discharge its legal and moral duties in respect of health and safety matters.

Any hazard which cannot be rectified immediately is reported to the appropriate person for action and if necessary, take immediate remedial action to temporarily safe guard against the risk of injury or damage.

Any accident, near miss or dangerous occurrence is reported as per the requirements detailed within the policy documentation.

No new equipment, plant or substances are brought onto company premises and used before permission has been granted and any necessary assessments have been conducted.

## **Alcumus Safeworkforce**

In accordance with the Management of Health and Safety at Work Regulations, Alcumus Safeworkforce has been retained to assist in undertaking the measures necessary to comply with the requirements and prohibitions imposed by relevant statutory provisions.

The service offered by Alcumus Safeworkforce cannot alter responsibilities under statute or common law but is intended as an aid to help fulfil such duties. Alcumus Safeworkforce will meet its responsibilities set out in the agreement by:

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preparing a Health and Safety Policy to assist the organisation manage health and safety and to recommend amendments when necessary to encompass changes in legislation.

providing advice and guidance on all aspects of health, safety and welfare.

providing advice and guidance in the event of a major injury accident or dangerous occurrence and undertaking an investigation if necessary.

Assistance with liaising with the enforcement authorities.

providing advice and assistance to enable the client to undertake risk assessments.

recommending training for specific groups of employees to ensure they are familiar with their responsibilities and the standards expected.

recommending other specialist advice, training, surveys, environmental monitoring, examinations, etc. should aspects of work be identified outside the scope of the service provided by Alcumus Safeworkforce.

## **Review**

To ensure continuing compliance with legislation and best practice our health and safety policy will be reviewed periodically and at least annually.

The Managing Director will ensure that reviews take place with the co-operation of those individuals with specific health and safety duties.

The Managing Director will ensure that all necessary amendments to the policy are made and will ensure that suitable information instruction and training is provided for those affected by the amendments.



# **RISK ASSESSMENTS AND MANAGING HEALTH AND SAFETY AT WORK**

## **ARRANGEMENTS FOR RISK ASSESSMENTS**

### **The Risk Assessment Co-ordinator will ensure that:**

An initial audit is carried out to identify significant hazards, determine the adequacy of existing control measures and highlight areas where further assessment is required.

Significant findings of risk assessments are recorded to show how the risks arise and how they impact on those affected, that a proper check has been made and to assist in future monitoring and review.

Implementation of control measures are scheduled on an action plan and sufficient time and resources allowed for their completion.

Sufficient guidance, training and support are given to those in charge of activities to ensure their competence to assess risk, and their awareness of the requirements of relevant legislation.

Information on risks and the preventative and protective measures are communicated to employees in a clear and easily understood manner, limited to what is relevant and necessary to ensure health and safety. Consideration is given to any employees with specific needs such as a language, visual impairment, hearing deficiencies or learning difficulties.

Co-operation and co-ordination of activities takes place where our activities and those of other people interact to ensure that respective obligations are met. Relevant information on hazards and precautionary measures are exchanged and arrangements for ensuring health and safety agreed prior to the work or activity commencing.

Levels of competence required for activities are identified through risk assessment and any training needs are met.

The control measures implemented are monitored, including fire precautions and emergency measures, to maintain their effectiveness.

Risk assessments are reviewed and revised at appropriate intervals.

Competent technical advice on health and safety matters is provided to assist in the effective management of health, safety and welfare matters.

# CONSULTATION WITH EMPLOYEES

## ARRANGEMENTS FOR CONSULTATION WITH EMPLOYEES

### **The Consultation with Employees Co-ordinator will ensure that:**

Arrangements are in place to consult employees on health and safety issues.

Consultation takes place on the arrangements for appointing a competent person.

Employees are provided with sufficient information and training to enable them to carry out their functions effectively.

Employees are provided with information on reportable accidents.

Employees are encouraged to make representations on general health and safety matters, potential hazards and dangerous occurrences in the workplace.

Employees are allowed to consult with inspectors from the Enforcing Authority.

Employees are allowed sufficient time off from their normal work to allow them to perform their functions.

Where workers do not speak or read English, effective arrangements are established, such as a translator or translated or graphic documents and signs, to successfully communicate our requirements, particularly for health and safety.

# **SAFETY TRAINING ARRANGEMENTS**

## **ARRANGEMENTS FOR SAFETY INFORMATION, INSTRUCTION AND TRAINING**

### **The Health and Safety Training Co-ordinator will ensure that:**

The training needs of all employees are assessed and formal training plans are documented.

New employees are given induction training and are issued with our Code of Conduct booklet as soon as is practicable following commencement of their employment.

Particular attention is given to the needs of young, inexperienced or vulnerable employees.

Suitable and sufficient information, instruction and training is given to temporary employees such as agency staff, those on work placement and youth training schemes.

Managers, supervisors and other persons with designated roles for co-ordinating health and safety receive adequate information, instruction and training to enable them to fulfil their duties.

No-one is asked, to undertake tasks for which they have not been adequately trained and are not competent.

Effectiveness of training is measured by continual assessment.

Training needs are monitored and refresher training provided periodically to maintain levels of competency.

Comprehensive training records are in place for all employees.

# WELFARE

## ARRANGEMENTS FOR WELFARE FACILITIES

### **The Welfare Co-ordinator will ensure that:**

There are provisions for wholesome drinking water and a means of consuming it (cups or drinking fountain).

Arrangements are in place for heating food and providing adequate facilities for making hot drinks.

Adequate numbers of tables and chairs are provided for persons to rest.

Arrangements are in place to ensure adequate heating and ventilation of the workplace.

Arrangements are in place for the adequate cleaning and maintenance of our premises including toilets, washing, changing and drying facilities.

Sufficient sanitary and washing facilities are provided for the number of employees likely to be permanently occupying the premises.

Separate changing facilities are available, where necessary, for men and women and adequate facilities for the storage of clothing is provided.

Arrangements are in place for the effective means of disposal of sanitary waste from female toilets.

Adequate lighting is provided and maintained throughout the premises.

There is sufficient room and space available for each employee to carry out their duties safely.

Workstations and seating are provided and arranged to allow tasks to be carried out safely and comfortably.

Suitable and effective arrangements are in place for the maintenance of the workplace and of equipment, devices and systems provided.

Adequate arrangements are in place for controlling the movement of vehicles and pedestrians such that both can circulate in a safe manner.

# THE MANAGEMENT OF INCIDENTS

## The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

RIDDOR is the law that requires employers, and other people who are in control of work premises, to report and keep records of:

- work-related deaths
- certain specified injuries
- diagnosed cases of occupational diseases; and
- certain 'dangerous occurrences'.

The reporting responsibilities are complex and it is always worthwhile to seek advice from Alcumus Compliance if you think an injury, disease or dangerous occurrence is reportable, or if you are uncertain.

All reportable incidents must be reported online at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) The relevant form should be completed and submitted directly to the RIDDOR database. You will get a copy for your records.

Fatal or specified injuries must be reported without delay. This can be done online or by calling the Incident Contact Centre on 0345 300 9923 (Opening hours Monday to Friday 8.30 am to 5 pm). This telephone service is for reporting fatal or major injuries only. There is also an out-of hours HSE inspector on duty.

### Death

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

### Specified injuries to workers

Specified injuries to be reported include:

- a fracture, other than to fingers, thumbs and toes
- amputation of an arm, hand, finger, thumb, leg, foot or toe
- permanent loss of sight or reduction of sight
- crush injuries leading to internal organ damage
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs)
- scalpings (separation of skin from the head) which require hospital treatment
- unconsciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space, or which leads to
- hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

## **Over-seven-day injuries to workers**

This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident). These must be reported

### **The Incident Co-ordinator will ensure that:**

There are sufficient numbers of trained first aiders or appointed persons within the company.

Adequate first aid equipment and facilities are provided and maintained at all our places of work.

Employees are provided with information regarding the provision of first aid, and the location of first aid equipment and facilities.

An accident book is available for the recording of injuries, and that a procedure is in place to ensure the confidentiality of such records.

A procedure is in place to enable the reporting of all incidents.

All incidents are investigated to identify causation and to enable remedial action to be taken.

Incident statistics are maintained to identify trends

# FIRE AND EMERGENCY EVACUATION

## ARRANGEMENTS FOR FIRE AND EMERGENCY EVACUATION

### **The Fire and Emergency Evacuation Co-ordinator will ensure that:**

A fire risk assessment is conducted and appropriate measures to reduce the risks are implemented.

A suitable system is in place to detect a fire, to warn people that there is an emergency situation and that the system is suitably tested and maintained.

There are suitable means of extinguishing a fire which are maintained throughout the entire company and that there are a sufficient number of suitably trained persons available to tackle a fire should the need arise.

Fire drills are undertaken on a regular basis and ensure all records are maintained.

All fire escape routes are suitably maintained and kept clear of obstructions at all times.

Suitable waste containers are provided and waste is removed frequently.

Dangerous substances are only used as set out in specific risk assessments with adequate precautions against fire and explosion.

Sources of ignition are controlled effectively.

Visitors to the premises are made aware of the fire rules and procedures.

Contractors are informed of fire procedures and asked for information on how they intend to control any fire hazards associated with their work.

Employees are trained and instructed on fire prevention and procedures.

# **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

## **ARRANGEMENTS FOR THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

**The Control of Substances Hazardous to Health Co-ordinator will ensure that:**

An inventory of all hazardous substances used, handled, stored or disposed of is compiled. This inventory shall include not only commercial products but also any identified exposure to dusts, fumes, etc.

Information from safety data sheets is used to assess the potential health risks for commercial products in the circumstances in which occupational exposure may occur. The potential health risks for occupational exposure to dusts, fumes, etc. shall be identified from competent reliable sources.

The results of the COSHH assessments, appropriate control measures and safe systems of work identified are communicated to the staff in a comprehensible manner.

Where possible the use of hazardous substances is eliminated, e.g. by selecting non-hazardous alternatives.

Where the elimination of a hazardous substance is not possible, every effort is made to find a less hazardous suitable alternative.

Where it is not reasonably practicable to either eliminate or substitute the use of a hazardous substance, measures are taken to control the risk of exposure by engineering means.

Staff do not bring unauthorised substances into the workplace and do not use any substance for which an assessment has not been undertaken.

Staff, and others affected, receive adequate information, instruction and training in the safe use, handling, storage and disposal of substances which they may use or encounter.

Engineering controls are examined, tested and adequately maintained at appropriate intervals to meet statutory requirements and to ensure that they continue to function effectively.

The use of personal protective equipment (PPE) is reserved as a 'last resort' for controlling exposure to a residual risk.

Safe working procedures are monitored to ensure that they remain effective.

Health surveillance is carried out when required.



Company Name: Mission Road Electrical Ltd

Contractors provide evidence of suitable and sufficient assessments and adequate control measures for the control of hazardous substances whilst working on our behalf and their activities are monitored.

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# PROVISION AND USE OF WORK EQUIPMENT

## ARRANGEMENTS FOR THE PROVISION AND USE OF WORK EQUIPMENT

### **The Provision and Use of Work Equipment Co-ordinator will ensure that:**

All work equipment is suitable for the purpose for which it is to be used and is maintained in good working order and where necessary an up to date maintenance log is available.

All work equipment is installed correctly and is inspected at suitable intervals to ensure it remains safe and that appropriate records of inspection are maintained.

Where the use of work equipment is likely to involve a specific risk to health and safety, the equipment is only used, repaired, modified maintained and serviced by authorised competent persons.

Appropriate health and safety information, instruction and training are provided for all employees who either use or manage the use of work equipment.

All work equipment provided for use after 31<sup>st</sup> December 1992 complies with the appropriate EU directives.

Access to dangerous parts of machinery is effectively prevented by the provision of suitable guards or protective devices that are of good construction, sound material, adequate strength and effectively maintained.

All necessary measures are taken to prevent, or where this is not possible, adequately control exposure to specified hazards associated with the use of work equipment and to prevent contact with surfaces that are at either very high or very low temperatures.

All work equipment is provided with suitable controls and control systems for starting, stopping and changing operating conditions, including those for use in an emergency situation.

Where appropriate all work equipment is provided with suitable means to isolate it from its sources of energy.

All work equipment is stable, adequately lit, clearly marked for reasons of health and safety and incorporates appropriate warnings or warning devices.

Maintenance of work equipment is only to be carried out where suitable measures have been taken to effectively control the risks.

# ELECTRICAL SAFETY

## ARRANGEMENTS FOR ELECTRICAL SAFETY

### **The Electricity at Work Co-ordinator will ensure that:**

The fixed mains installation is installed, inspected and tested periodically by a competent person in accordance with the IET Wiring Regulations 18<sup>th</sup> Edition.

Suitable means for isolating electrical equipment, including the identification of individual circuits, are provided and maintained.

Work on electrical systems is only carried out by Competent Persons following safe systems.

Live working is not carried out unless a Permit to Work system is in place and the criteria in the Electricity at Work Regulations are met.

Safe access is provided for competent persons (both in-house and external) maintaining electrical systems or work equipment.

An inventory of portable electrical equipment is compiled covering all workplaces and equipment under our control, including employee owned equipment where its use has been authorised.

Portable electrical equipment is inspected for safety prior to first issue.

Routine combined inspection and testing is undertaken at intervals recommended by a competent person according to the type of use.

Employees are instructed in safe systems of work and carry out simple checks of equipment prior to each use for visible defects and damage.

More detailed formal inspections by a responsible person are undertaken to supplement the visual checks, at frequencies determined by assessment.

A procedure is in place to report damaged or defective equipment and that such equipment is removed from service immediately by the person discovering the fault.

Employees are instructed to report damaged or defective equipment or dangerous conditions.

Contractors using electrical equipment in a workplace under our control provide evidence of its safety prior to commencement of work.

Privately owned electrical equipment is not used in the workplace without authorisation from management, its safety being confirmed, an entry made on the inventory and it being included in the inspection and testing programme.

# MANUAL HANDLING

## ARRANGEMENTS FOR MANUAL HANDLING

### **The Manual Handling Co-ordinator will ensure that:**

Where manual handling activities cannot be avoided by elimination, mechanisation or automation, initial manual handling assessments are conducted to identify those areas which require further in-depth assessment.

In-depth assessments are undertaken for those tasks that pose a significant risk such that they may be eliminated or mechanised.

Risks are reduced by using safe systems of work for those tasks which cannot be completed without manual handling.

An action plan is drawn up and a budget set, where necessary, for any new measures that are required.

Information, practical instruction and training on safe lifting techniques is provided for all persons identified in the assessment process as potentially being at risk.

Assessments are recorded, maintained and reviewed on a regular basis to ensure compliance with current legislation and best practice.

Loads delivered to the company are correctly packaged, labelled with the weight, secured in strong containers and provided in such condition as to enable the safe removal, placement, loading, unloading and handling of the load.

Employees are fit to undertake the work they do.

Adequate information, instruction and training is provided for the use of any equipment that may be necessary to conduct particular tasks.

External competent persons are consulted, where necessary, to assist with assessments, developing codes of practice and health surveillance.

Procedures are in place for ensuring the health and safety of those persons at increased risk from manual handling operations, e.g. new and expectant mothers and those with particular medical conditions.

## OCCUPATIONAL HEALTH

### ARRANGEMENTS FOR CONTROLLING THE RISKS TO THE HEALTH OF EMPLOYEES WHILST AT WORK

#### **The Occupational Health Co-ordinator will ensure that:**

Measures are in place to recognise, evaluate and control the exposure of our employees and others to health risks.

All employees who are identified as being at risk are provided with information, instruction, and training, on associated health risks and their control.

Facilities are in place for employees identified as being at significant risk from physical, chemical, biological, or ergonomic risks to be examined.

Where necessary competent external advice is sought.

Special measures, such as skin examinations, vaccination and immunisation, blood tests, urine analysis and lung function tests are initiated as required.

Long term sickness absences are reviewed and that the employees are supported during the period of sickness absence and are rehabilitated back into the workplace.

Where necessary supplementary information from the employee's General Practitioner or Hospital Consultant is obtained and, in such cases, the written permission under the Access to Medical Reports Act is obtained from the employee.

Workplace exposure monitoring and health surveillance are carried out when required.

## **CONTROL OF ASBESTOS**

We acknowledge the health hazards arising from exposure to asbestos and will protect our employees and others who may be exposed by our or our client activities so far as is reasonably practicable. Regarding employees and other people who are likely to come into contact or disturb any asbestos containing materials, we will ascertain if our client premises have any asbestos containing materials (ACMS) within or on them and minimise any potential exposure through effective management procedures.

To fulfil our statutory duties under the Control of Asbestos Regulations 2012 and Health and Safety legislation we will ensure risk assessments are undertaken and suitable steps are taken to ascertain whether the premises contain any ACMs prior to the commencement of any work undertaken.

### **ARRANGEMENTS FOR ASBESTOS**

#### **The Asbestos Co-ordinator will ensure that:**

An asbestos survey has been undertaken by a competent person and a plan or register drawn up to show the location and condition of any ACMs which may be found.

There is a written management plan which details the actions and measures necessary to manage the risk from asbestos.

Action has been taken on any recommendations or stipulations specified in the asbestos survey to prevent the release of any asbestos fibres.

Arrangements are in place to ensure the ongoing monitoring and review of any ACMs

A risk assessment will be undertaken prior to the commencement of any work which may be undertaken on business properties to ascertain where asbestos is present and determine its condition and location and likely exposure to asbestos fibres.

Prior to commencement of work, notifiable non-licensed work will be notified to the relevant enforcing authority. Brief written records will also be kept regarding this work.

Prior to the commencement of work, all work is checked to ensure the work is non-licensed and documented on the risk assessment.

Any employees who undertake non-licensed work must be suitably trained and instructed on the task involved and plan of work.

Prior to work starting, a plan of work will be made which details what the work will involve, location, duration, procedures to reduce exposure, equipment and PPE required, decontamination procedures, waste disposal and emergency procedures.

A written record of all ACMs, both confirmed and presumed, indicating the location and condition of all ACMs is kept up to date, held on site and readily available.

Safe systems of work are introduced to reduce the risk of exposure to ACMs and to address potential accidental exposure to asbestos containing products.

Procedures are in place to warn others that may come to work in or on the workplace of any ACMs which they may work near or potentially come into contact with.

All employees who may come into contact or disturb asbestos are suitably trained and have received asbestos awareness training annually.

A register of notifiable non-licensed work for each employee exposed to asbestos is kept up to date and readily available.

Any work that requires a license will be undertaken by licensed specialist asbestos contractors.

All workers carrying out notifiable non-licensed work must have had medical examinations and repeated every three years if the worker still carried out notifiable non-licensed work.

# HOT WORKS

## ARRANGEMENTS FOR HOT WORKS

### **The Hot Works Co-ordinator will ensure that:**

Alternative safer options have been considered.

If no safer alternative is available, all hot works are assessed and that suitable control measures are agreed and implemented.

Hot work permits are in place.

Suitable firefighting equipment is available at or near to the location where hot works are being undertaken.

Areas where hot works are being undertaken are clear of combustible materials.

Fire retardant matting is used to protect floors or other surfaces and prevent sparks falling below when working at height.

Persons involved in hot works are suitably trained and are aware of the potential hazards associated with hot works.

Designated personnel carryout fire checks 30 minutes after completion of hot works.



# LONE WORKING

## ARRANGEMENTS FOR LONE WORKING

### **The Lone Working Co-ordinator will ensure that:**

All employees likely to work alone are identified.

Consultation with employees regarding lone working takes place.

The tasks which expose employees to lone working are identified and listed.

The hazards to which employees may be exposed are suitably and sufficiently assessed.

Adequate control measures are implemented to prevent ill health and accidents.

A decision based on the risk assessment findings is made to determine the level of supervision required.

Activities requiring special arrangements to monitor the safety of lone workers are identified.

Activities which must not be performed by lone workers are identified and brought to the attention of all relevant persons.

Employees that work alone are given adequate information, instruction, and training.

Checks are made to ensure that any lone workers are medically fit for the tasks.

Control measures are regularly monitored maintained to ensure they remain effective.

# PERSONAL PROTECTIVE EQUIPMENT

## ARRANGEMENTS FOR PERSONAL PROTECTIVE EQUIPMENT

### **The Personal Protective Equipment Co-ordinator will ensure that:**

All activities our employees (including casual or irregular workers) may be required to undertake during their employment are identified and assessed to determine the need for Personal Protective Equipment (PPE).

As far as is reasonably practicable, the hierarchy of control measures i.e., elimination, reduction, substitution, isolation, or engineering controls, is followed to control the hazards that have been identified.

PPE is specified as a last form of defence only when the hierarchy of controls has been exhausted.

Where PPE is provided, it is fit for the purpose and the environment it is to be used in and it fits the wearer correctly.

Individuals or groups of people whose well-being may be affected due to exposure to a specific hazard or hazards are identified and a medical questionnaire is completed prior to any person commencing work in such an environment which may present a risk to them.

Where identified by the medical questionnaire, or where necessary due to the identification that the risk of harm is controlled using PPE, health surveillance is provided at regular intervals.

Where PPE is required, it is provided free of charge.

Employees (including casual or irregular workers) are consulted on the type of PPE to be used.

All employees (including casual or irregular workers) required to wear PPE are given adequate and sufficient information, instruction and guidance on the use and maintenance of such equipment.

A procedure is in place to allow PPE provided to be maintained in good working order and/or adequate stocks of equipment are available to replace as necessary any damaged or worn equipment.

Suitable and sufficient facilities are provided to enable employees to store any PPE provided to them whilst not in use.

Where necessary, suitable, and sufficient facilities are provided to permit employees to change from (and store) their normal clothing to specified personal protective clothing

# USE AND CONTROL OF CONTRACTORS

## ARRANGEMENTS FOR THE USE AND CONTROL OF CONTRACTORS

### **The Contractor's Co-ordinator will ensure that:**

All contractors and sub-contractors are competent to carry out the work they have been appointed to do.

All contractors and sub-contractors are provided with an up-to-date copy of the company code of practice and have completed and returned the contractor certificate contained in the rear of the code of practice prior to work commencing on site.

No contractor appoints a sub-contractor without express authorisation.

Assessments of the risks both created by the work carried out by the contractor and by our activities on site are carried out and agreed prior to work commencing.

Where required method statements based on the control measures identified by the risk assessment are in place prior to work commencing.

The Permit to Work (Contractors) has been completed.

A Permit to Work system is in place to control the risks from high-risk activities such as roof work, live electrical work, confined space entry, hot work, and work at height etc.

Arrangements are in place to ensure that all contractors and sub-contractors have received adequate health and safety induction training and are properly supervised when on site.

The activities of all contractors when on site are effectively monitored to ensure they are complying with the risk assessments and method statements provided.

Procedures are in place to suspend the activities of contractors if unsafe working practices are observed.

Arrangements are in place for the provision of first aid for all contractors when on site.

Arrangements are in place for the recording, investigation and, where necessary, reporting of accidents to contractors on site.

Contractor review meetings are held at the end of the work to ensure that good performance is repeated, and poor performance is improved.

# **VIOLENCE, AGGRESSION AND CHALLENGING BEHAVIOUR AT WORK**

## **ARRANGEMENTS FOR VIOLENCE & AGGRESSION AT WORK**

### **The Violence at Work Co-ordinator will ensure that:**

All persons who may be at risk from violence or challenging behaviour are identified and receive appropriate training to deal with such situations.

All situations which may expose our employees to violence at work are assessed and appropriate measures to protect those employees are implemented.

Action on reports of violence at work is taken immediately.

Where appropriate, support/counselling is offered to any employee who is subjected to violence at work.

Procedures are in place to deal with emergency situations.

A formal system for reporting incidents is initiated and maintained.

All employees are aware of the procedure for reporting violent or potentially violent incidents.

## **WORK RELATED STRESS**

### **ARRANGEMENTS FOR WORK RELATED STRESS**

#### **The Work-Related Stress Co-ordinator will ensure that:**

The risks from stress are effectively controlled by the identification and assessment of all potential work-related stressors.

Effective communication takes place between management and employees particularly where there are organisational and/or procedural changes.

Training and guidance are provided to all managers and employees in good management practice.

Employees are adequately trained, understand their roles and responsibilities, and have sufficient information for the tasks they are to undertake.

Encourage employees to use their skills and initiative and where possible to develop new skills.

Employees are given adequate and achievable demands in relation to agreed hours of work.

Employees are consulted on work patterns, the work environment and on all proposed action relating to the prevention of work-related stress.

Employees affected by stress are treated with understanding and confidentiality and are told what will happen with any information collected.

Individuals who have been absent with stress are supported and consulted on a planned return to work.

The source(s) of stress are addressed as far as is reasonably practicable and the effectiveness of measures to reduce stress is monitored.

Positive behaviours to avoid conflict and ensure fairness are promoted

# BEHAVIOURAL SAFETY

## ARRANGEMENTS FOR BEHAVIOURAL SAFETY

### **The Behavioural Safety Co-ordinator will ensure that:**

Measures are in place to recognise, evaluate our safety management system arrangements.

Monitor our workforce and provide constructive feedback on safety behaviours

Identify unsafe behaviours and provide feedback on the actions

Provide training to minimise the risks of unsafe behaviours from reoccurring.

Behavioural safety is included in any accident investigations and highlight any issues

Management of behavioural safety includes all employees from director down.

Any violations due to knowledge-based behaviours are identified and extra training is provided.

An Internal investigation will be carried out when employees report suspected past, present or imminent wrongdoing, or an attempt to conceal wrongdoing.

Act promptly on any issues found during internal investigations

Record the number of whistleblowing disclosures we receive and their nature.

Whistleblowing will be confidential and will protect the identity of the person disclosing the information.

Implement a communication plan to ensure effective communication of the safety programme.

Review the communication plan to ensure it is still effective and that employees are responsive to the plan.

# WORKING AT HEIGHT

## ARRANGEMENTS FOR WORKING AT HEIGHT

### **The Working at Height Co-ordinator will ensure that:**

Where possible the need to work at height is eliminated.

Where work at height cannot be eliminated a risk assessment is conducted to identify suitable control measures to prevent any person from falling a distance likely to cause personal injury.

The risk assessment takes account of the distance and consequences of a fall, and the duration and frequency of the task.

Where work equipment is necessary to ensure safe working at height, the equipment is suitable for the task at hand, considering the risk of use, installation and removal of such equipment.

If ladders or step ladders are specified as a control measure, the assessment justifies their use, i.e., that the risk is low, the task is of short duration (15-30 minutes) or the working space/conditions dictate.

Levels of competence required for working at height activities are identified and any training needs are met.

Where identified in the risk assessment, a rescue plan is in place before work at height commences. This plan will be reviewed throughout the lifetime of the project and updated if there are any substantial changes to the work being carried out. The plan will take account of possible risks to the rescuers.

Where the activity affects or may affect others in the vicinity we will inform and discuss with these people how we plan to carry out the work.

The risk assessment and planning arrangements consider the effects that the weather can have on outdoor work at height.

The risks posed by fragile surfaces (i.e., surfaces where there is a risk of a person or object falling through, these surfaces may be either close to or part of the structure on which work is to be done and will include vertical or inclined surfaces) are managed.

Permanent fencing, guards or other permanent measures to prevent falls are put in place for work requiring regular access, including where there is a fragile surface.

Steps are taken to ensure that falling material or work equipment is prevented. Loads and equipment are stored correctly so they do not collapse or fall at any time and cause injury.

Equipment for work at height is regularly inspected to ensure that it is safe to use. The equipment is marked to ensure that it is obvious when the next inspection is due.

Pre-use checks are made before work equipment for work at height is used.

Note: The purpose of the inspection is to identify whether the equipment is fit for purpose and can be used safely and that any deterioration is detected and remedied before it results in unacceptable risks.

The provision of supervision is proportionate to the findings of the risk assessment and the experience and capability of the people involved in the work.



# **LIFTING OPERATIONS AND LIFTING EQUIPMENT**

## **Policy**

We will ensure the safety of all persons who may be affected by any of our lifting operations by ensuring that all persons engaged in our lifting operations are trained and competent to undertake such work. We will ensure that appropriate lifting plans and risk assessments are conducted by competent persons in relation to lifting operations carried out within our undertaking and introduce adequate measures to control the risks identified to as low a level as is reasonably practicable.

Lifting equipment will be subjected to regular inspections and thorough examinations throughout the life of the equipment in line with the requirements of the Lifting Operation and Lifting Equipment Regulations.

## **ARRANGEMENTS FOR LIFTING OPERATIONS AND LIFTING EQUIPMENT**

**The Lifting Operations and Lifting Equipment Co-ordinator will ensure that:**

Adequate information, instruction and training are given to all individuals engaged in lifting operations.

Risk assessments and lifting plans are carried out by competent persons and adequate control measures are introduced to reduce the risk to as low as is reasonably practicable.

All lifting equipment is sufficiently strong, stable and fit for the purpose it is intended to be used for.

Equipment is positioned or installed so as to prevent risk of injury.

All lifting equipment and accessories are marked with the safe working load (SWL).

All lifting operations are planned, supervised and carried out in compliance with the control measures specified in the risk assessment and lifting plans.

All lifting equipment is subjected to regular inspections and thorough examinations throughout the life of the equipment in line with the requirements of the Lifting Operations and Lifting Equipment Regulations.

# MOBILE ELEVATING WORK PLATFORMS

## Policy

Mobile elevating work platforms (MEWPs) are classified as lifting equipment for lifting persons and we will therefore ensure that all such equipment is thoroughly examined by a competent person every six months and that they will be inspected at the periods specified in the thorough examination scheme. We will ensure that all such equipment is maintained in accordance with the manufacturers' recommendations or instructions and that daily pre use checks are carried out with records maintained. We will ensure that the correct type of MEWP is specified for the type and location of works we are to undertake. All persons who are required to operate MEWPs will be given sufficient information, training and instruction relevant to the class of machines they may be required to operate during the performance of their work activities. Persons who are required to work from but not operate MEWPs will be given adequate training, instruction and information to enable them to work safely from the MEWP without causing risks to themselves or others.

## ARRANGEMENTS FOR MOBILE ELEVATING WORK PLATFORMS

### **The Mobile Elevating Work Platform Co-ordinator will ensure that:**

All MEWPs are thoroughly examined every six months.

Inspection of MEWPs are carried out and recorded in line with the periods specified in the scheme of examination.

Pre use checks of MEWPs are carried out and records maintained.

All MEWPs are maintained in line with the manufacturers' recommendations or instructions.

The correct most suitable type of MEWP is utilised for the type and location of works to be undertaken.

A working from height risk assessment is undertaken prior to any such works being carried out.

All persons who operate MEWPs have been given adequate information, instruction and training relevant to the class of machine they are required to operate.

All persons who may be required to work from but not operate a MEWP are given adequate information, instruction and training to enable them to work safely without risk to themselves or others.

## **DRUGS AND ALCOHOL**

### **Policy**

Substance abuse, or impairment due to drugs and/or alcohol, is a major factor in causing accidents at work and we aim to eliminate that factor, which can only be achieved with everyone's co-operation. This need to work without impairment is equally important whether working within the Company's own premises or on a client's site and includes travelling between the two.

No employee should consume alcohol or take drugs, other than on medical advice and in accordance with such advice or use any other inhibiting substance during working hours. This will include any breaks that are allowed unless there are good business reasons or express permission has been granted by the managing director. Being apparently under the influence of drink or carrying, supplying, or taking illegal drugs is classified as gross misconduct under the Company Disciplinary Policy. Such employees will be excluded from work until suspicion is cleared, during which time there will be no entitlement to pay.

If any type of drug - medication is used at work or prior to commencing work and it is believed that the negative effects of the drug - medication could still present themselves, employees must make a member of management aware of this fact.

### **ARRANGEMENTS FOR DRUGS AND ALCOHOL**

#### **The Drugs and Alcohol Co-ordinator will ensure that:**

Substance abuse or impairment is eliminated, whether at our premises, during travelling or at client sites and disciplinary action will be taken to ensure this, where necessary.

Higher risk locations and work environments will be identified and subject to risk assessment and/or the implementation of additional risk control measures, as necessary.

When employees visit any other location, any established policy will be complied with, in addition to our own.

Employees will not consume alcohol or take drugs / abuse substances, other than on medical advice and in accordance with such advice during working hours.

Employees will advise management if they are taking any over the counter or prescribed drugs at work or prior to starting work and it is believed the negative effects of the drug could present themselves.

The Company will recognise drug or alcohol dependence; will encourage employees to discuss such issues in confidence and will provide advice and support on obtaining treatment.

Employees will be provided with the necessary information, instruction and training regarding the Company policy regarding drugs and alcohol including their duty to report any suspected problems.

Random drug and alcohol screening or random tests will be carried out as necessary. The Company's disciplinary procedure will be adhered to so as to ensure this policy is enforced.

This policy will be subject to the necessary timely review.

# **INFECTION PREVENTION AND CONTROL POLICY**

## **(Non-healthcare Settings)**

### **ARRANGEMENTS FOR INFECTION PREVENTION AND CONTROL**

**The infection prevention and control co-ordinator will ensure.**

Risk assessments have been completed identifying potential types and sources of infection with appropriate control measures and/or local procedures that need to be in place to address infection prevention and control needs specific to the area and/or working activity.

Appropriate physical and procedural measures are implemented because of the assessment which will address the type of pathogen and its routes of transmission.

Cleaning schedules are implemented for all areas and the frequency and level of cleaning regularly assessed in response to the potential presence of a source of infection.

Adequate wash facilities are provided for all employees/others.

All employees are given clear instruction on personal hygiene measures.

All employees are given training and information on all infection prevention and control measures?

A procedure is in place to ensure cases of ill health are reported and recorded where required.

Inspections and audits are undertaken on a regular basis to check the effective use of control measures.

A procedure is in place to review preventative and protective measures when required.

## **CONSTRUCTION (DESIGN AND MANAGEMENT)**

We will ensure that when undertaking any construction work the requirements of the Construction (Design and Management) Regulations 2015 are met.

We will satisfy ourselves that any contractors or designers we engage have the necessary skills, knowledge, and experience to carry out the work in a way that secures health and safety and if an organisation, that they have the appropriate organisational capability.

We will ensure co-operation with any other person working on or in relation to the project to the extent necessary to enable them to fulfil their duties or functions under the regulations.

We will ensure that as a 'duty holder' under the regulations we will comply with the general duties contained under regulation 8 and any other applicable duties as necessary for clients, principal designers, designers, principal contractors or contractors.

### **ARRANGEMENTS FOR CONSTRUCTION (DESIGN AND MANAGEMENT)**

#### **The Construction Work Co-ordinator will ensure that:**

Arrangements are in place to ensure that any contractors or designers engaged have the necessary skills, knowledge, and experience and, if they are an organisation, the organisational capability, that secures the health and safety of any person affected by the project.

Arrangements are in place so that co-operation takes place between all members of the project team as necessary.

Arrangements are in place so that construction work is planned, managed and monitored to ensure work is carried out safely.

Arrangements are in place for controlling risks during construction work and risk assessments with method statements (RAMS) are prepared as required.

Arrangements are in place for relevant information is distributed to all relevant parties about the health and safety risks created by the works.

Arrangements are in place for relevant information and training is provided to employees, including site induction training.

Arrangements are in place for relevant information to be provided to the principal designer and/or contractors e.g., pre-construction information.

Arrangements are in place to ensure that a construction phase health and safety plan is developed in good time before the commencement of construction work.

Arrangements are in place for the appointment of a principal designer and principal contractor when more than one contractor will be working on the site at the same time.

Arrangements are in place to notify the HSE of the work if the relevant thresholds are met.

Arrangements are in place for the production and handing over to the client of a health and safety file (as required)

Arrangements are in place for the provision of suitable and adequate welfare facilities throughout the construction phase.

### Summary of roles and duties under CDM 2015

Please note that the following is only a summary and may not contain all duties.

	CDM Dutyholders* - Who are they?	Summary of role / main duties
<b>Clients</b>	Clients are organisations or individuals for whom a construction project is carried out.	<ul style="list-style-type: none"> <li>• Make suitable arrangements for managing a project. This includes making sure:                             <ul style="list-style-type: none"> <li>– other dutyholders are appointed;</li> <li>– sufficient time and resources are allocated;</li> </ul> </li> <li>• Making sure:                             <ul style="list-style-type: none"> <li>– relevant information is prepared and provided to other dutyholders;</li> <li>– the principal designer and principal contractor carry out their duties;</li> <li>– welfare facilities are provided.</li> </ul> </li> </ul>
<b>Domestic clients</b>	Domestic clients are people who have construction work carried out on their own home, or the home of a family member that is <b>not done</b> as part of a business, whether for profit or not	<ul style="list-style-type: none"> <li>• Domestic clients are in scope of CDM 2015, but their duties as a client are normally transferred to:                             <ul style="list-style-type: none"> <li>– the contractor, on a single contractor project; or;</li> <li>– the principal contractor, on a project involving more than one contractor.</li> </ul> </li> </ul> <p>However, the domestic client can choose to have a written agreement with the principal designer to carry out the client duties.</p>

	<b>CDM Dutyholders* - Who are they?</b>	<b>Summary of role / main duties</b>
<b>Principal Designers</b>	Principal Designers are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role	<ul style="list-style-type: none"> <li>• Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:               <ul style="list-style-type: none"> <li>– identifying, eliminating or controlling foreseeable risks;</li> <li>– ensuring designers carry out their duties;</li> </ul> </li> <li>• Prepare and provide relevant information to other dutyholders;</li> <li>• Liaise with the principal contractor to help in the planning, management, monitoring and coordination of the construction phase.</li> </ul>
<b>Designers</b>	Designers are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.	<ul style="list-style-type: none"> <li>• When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during:               <ul style="list-style-type: none"> <li>– construction; and</li> <li>– the maintenance and use of a building once it is built.</li> </ul> </li> <li>• Provide information to other members of the project team to help them fulfil their duties.</li> </ul>
<b>Principal Contractors</b>	Principal Contractors are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor	<ul style="list-style-type: none"> <li>• Plan, manage, monitor and coordinate the construction phase of a project. This includes:               <ul style="list-style-type: none"> <li>– liaising with the client and principal designer;</li> <li>– preparing the construction phase plan;</li> <li>– organising cooperation between contractors and coordinating their work.</li> </ul> </li> <li>• Ensure:               <ul style="list-style-type: none"> <li>– suitable site inductions are provided;</li> <li>– reasonable steps are taken to prevent unauthorised access;</li> <li>– workers are consulted and engaged in securing their health and safety; and</li> <li>– welfare facilities are provided.</li> </ul> </li> </ul>



	<b>CDM Dutyholders* - Who are they?</b>	<b>Summary of role / main duties</b>
<b>Contractors</b>	Contractors are those who do the actual construction work and can be either an individual or a company.	<ul style="list-style-type: none"> <li>• Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety;</li> <li>• For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor;</li> <li>• For single-contractor projects, prepare a construction phase plan.</li> </ul>
<b>Workers</b>	Workers are the people who work for or under the control of contractors on a construction site.	<ul style="list-style-type: none"> <li>• They must: <ul style="list-style-type: none"> <li>– be consulted about matters which affect their health, safety and welfare;</li> <li>– take care of their own health and safety and others who may be affected by their actions;</li> <li>– report anything they see which is likely to endanger either their own or others' health and safety;</li> <li>– cooperate with their employer, fellow workers, contractors and other dutyholders;</li> </ul> </li> </ul>
<b>Everyone</b>		<ul style="list-style-type: none"> <li>• Check skills, knowledge and experience before making appointments;</li> <li>• Cooperate with others to ensure the health and safety of construction workers and others who may be affected by the work</li> <li>• Report obvious risks</li> <li>• Comply with duties placed on them by the regulations</li> </ul>

# CONTROL OF NOISE AT WORK

## Policy

We will secure the health and safety of all persons, so far as is reasonably practicable, from the hazards of noise in the workplace wherever it is reasonably practicable to do so. We will eliminate risks from noise exposure completely and where this is not possible we will reduce risk to the lowest level reasonably practicable. We will assess risks due to noise, evaluate them and develop a plan to control them. The findings will be recorded and the assessment reviewed when necessary. We will ensure the legal limits on noise exposure are not exceeded. A formal programme of measures, including health surveillance, will be introduced whenever an employee's exposure to noise is likely to exceed the upper exposure action values. Where practicable the views of employees will be taken into consideration during any investigation of noise problems, any modification of the workplace or the introduction of safety equipment. A review of the policy and arrangements will be made whenever there are changes in work practices, changes in noise exposures or there are new ways of reducing the risks

## ARRANGEMENTS FOR NOISE AT WORK

### **The Control of Noise at Work Co-ordinator will ensure that:**

There is a written and valid noise risk assessment and action plan available.

Measures are in place to eliminate or control noise risks at source.

All management are aware of and comply with their duties in respect of noise.

Adequate information, instruction and training is provided for all employees.

All employees and visitors/contractors are provided with suitable hearing protection where needed.

Noise-control equipment and hearing protection is maintained adequately.

Recent or imminent changes to work practices, noise exposures, or new ways to reduce risks that would require a review of existing arrangements are identified.

Competent external advice is sought where necessary.

Employees co-operate with management and use the noise control equipment provided to protect their hearing including the mandatory use of hearing protection.

A procedure is in place to permit employees to report defects in safety equipment or arrangements.

Facilities are in place for employees identified as being at risk to have hearing checks (audiometry) conducted.

Any measures that can be taken to further reduce noise to as low a level as is reasonably practicable are taken.

# CONTROL OF VIBRATION AT WORK

## Policy

We will assess the potential exposure to vibration of our employees and take appropriate action to ensure adequate control measures are in place to prevent ill-health. We will ensure the Exposure Limit Value (ELV) is not exceeded. We will regularly review and where necessary modify our assessments especially where we have reason to suspect that they are no longer valid or there has been a significant change in the work to which the assessment relates. Wherever possible we will use alternative methods of work that eliminate or reduce exposure to vibration. Equipment will be selected with the lowest vibration level or high efficiency equipment which if the latter will result in less exposure time due to high efficiency of the equipment. We will ensure that when purchasing new equipment that due consideration is given to the vibration levels and the tasks the equipment will be used for. All equipment will be maintained in good working order to minimise vibration levels. Employees exposed to regular and frequent vibration levels will be given adequate and sufficient information, instruction and training. Where any of our employees are likely to be exposed to vibration levels above the Exposure Action Level (EAL), health surveillance will be carried out.

## ARRANGEMENTS FOR THE CONTROL OF VIBRATION AT WORK

### The Control of Vibration at Work Co-ordinator will ensure that:

All employees likely to be exposed to vibration at work are identified.

All equipment likely to cause ill-health through vibration is identified.

Information regarding the vibration levels and risks is obtained from manufacturing and suppliers.

The tasks that expose employees to vibration are identified and listed.

The exposure of each employee to vibration is assessed as accurately as possible and the Exposure Limit Value (ELV) will not be exceeded.

Consultation with employees regarding the vibration levels produced by work equipment and any problems they may have when using it takes place.

Work activities are grouped into high, medium and low risk categories.

Where possible equipment is selected with the lowest vibration level or highest efficiency.

Adequate control measures are implemented to prevent ill-health.

Employees that are exposed to vibration are given adequate information, instruction and training.

Where necessary health surveillance is introduced for those employees who are regularly exposed to vibration levels above the Exposure Action Value (EAV).

Equipment is maintained in good working order in line with manufacturers' recommendations.

Control measures are maintained to ensure they remain effective.

A purchasing policy is in place to ensure that consideration is given to the vibration levels and the tasks the equipment will be used for.

# ENVIRONMENTAL IMPACT

## ENVIRONMENTAL POLICY STATEMENT

The Company recognises the social and economic importance of protecting the environment and are fully committed to complying with the requirements of the Environmental Protection Act 1990.

To support the stated commitment, it is management policy to integrate environmental considerations into the business decision making process.

In order to maintain and sustain the Company Environmental Policy, it is necessary that every reasonably practicable means be used to:

- Comply with applicable legal requirements and with other requirements to which relate to the Company's environmental aspects
- Achieve good environmental standards in all activities including the reduction, re-use, recycling and disposal of waste
- Measure the business operations to ensure the prevention of pollution and the continual improvement of environmental performance targets
- Make economic use of energy, water and other materials to minimise waste in all aspects of the business function
- Assess regularly the environmental impact resulting from business operations and to remain fully informed of recognised best practices
- Communicate this policy to all interested parties including company customers, suppliers and employees and encourage their active involvement in environmental issues.

The Managing Director has the overall and final responsibility for the Environmental Policy with the Management Representative responsible for the co-ordination, implementation and monitoring of the policy throughout the organisation using ISO 14001 as the framework for maintaining and reviewing the policy.

Management throughout the organisation are responsible for the communication of the policy and promoting active participation at all levels, whilst ensuring that activities under their control conform to the legal requirements and that good environmental standards are achieved and maintained.

Employees have the responsibility to actively support the company to ensure the effective implementation and maintenance of the policy.

This policy is available to all interested parties upon request.

**Signed:**

**Title:**

**Date:**

**Date of Creation:** 25/11/2024

**Date of Review:** 25/11/2025

## HOME/REMOTE WORKING

### Policy

We recognise the importance of ensuring that all home and remote working activities are identified and managed appropriately to minimise the risks to both the employer and employee. The health, safety and welfare of home and remote workers will always be carefully considered with the aim to provide the same levels of protection as employees who work on-site so far as reasonably practicable. Home working and remote working offers many advantages to both the employer and employee, but it also brings its own health and safety hazards. Common hazards associated with home/remote workers include working in isolation, stress and mental well-being, lone working, use of computers/work equipment, fire, manual handling, travelling and a lack of control over the working environment. Due to the many activities and hazards which may arise from home/remote working, this policy should not be read and acted upon in isolation, but cross referenced to other relevant sections and guidance within the companies health and safety policy.

We will assess the potential work activities and hazards from home/remote working and take appropriate action to ensure adequate control measures are in place to reduce risk. We will take into account not only the task but also the abilities and experiences of those who may be undertaking the work. The findings of the risk assessments will determine the level of supervision required. To ensure that home/remote workers are not put at more risk than other employees we will provide adequate training and information on understanding the risks and controls measures required in order to reduce the risk associated with home/remote working and the tasks undertaken.

Checks will be made to ensure that any home/remote workers have no medical condition which makes them unsuitable for home or remote working. We will not permit home or remote working where risks cannot be controlled to an acceptable level. Procedures will be put in place to monitor home and remote workers to ensure they remain safe. We will regularly review and, where necessary, modify our assessments, especially where we have reason to suspect that they are no longer valid or there has been a significant change in the work to which the assessment relates

## **ARRANGEMENTS FOR HOME/REMOTE WORKING**

- The Home/Remote Working Co-ordinator will ensure that:
- All employees likely to work from home or remotely are identified.
- Consultation with employees regarding home and remote working takes place and Home Working Checklist have been completed by the employee and signed by the line manager.
- The tasks and work activities which will be undertaken by home/remote workers are identified and listed.
- The hazards to which employees may be exposed during home/remote working are suitably and sufficiently assessed.
- Adequate control measures are implemented to prevent ill health and accidents.
- A decision based on the risk assessment findings is made to determine the level of supervision and frequency required.
- Activities requiring special arrangements in order to monitor the safety of home/remote workers are identified.
- Activities which must not be performed by home/remote workers are identified and brought to the attention of all relevant persons.
- Employees that work from home or remotely are given adequate information, instruction and training in order to perform the task safely and effectively.
- Checks are made to ensure that any home/remote workers are medically fit for the tasks where necessary.
- Control measures and risk assessments are regularly monitored and maintained to ensure they remain effective.



# RESPIRATORY PROTECTIVE EQUIPMENT

## Policy

We will as far as is reasonably practicable avoid the need for any employee to undertake work or enter spaces where there is a need for the wearing of respiratory protective equipment (RPE). Where the need to wear RPE cannot be avoided then the wearing of RPE will risk assessed in accordance with a safe system of work. Any RPE that is used will be adequate and provide the wearer with effective protection and will be suitable for the intended use. Any employees who will be required to wear RPE will be given adequate information, instruction and training to enable them to undertake the task in a safe manner. RPE equipment will be sourced, stored and maintained as required to ensure it remains serviceable and in good working order.

## ARRANGEMENTS FOR RESPIRATORY PROTECTIVE EQUIPMENT

### The RPE Co-ordinator will ensure that:

All respiratory protective equipment (RPE) is adequate, fit for purpose and maintained in good working order.

All RPE used for protection against hazardous substances has a CE/UKCA mark.

So far as is reasonably practicable the atmosphere/environment should be rendered safe and the use of RPE should be considered the last line of protection.

The RPE selected for individual jobs is suitable for the intended use/environment and provides the wearer effective protection.

All RPE is inspected and checked prior to its use.

Where necessary adequate face fitting trials have been carried out to ensure the RPE fits the wearer correctly and that the characteristics of the RPE wearer are taken into consideration.

That suitable storage facilities are provided for all RPE and that a maintenance programme/register is in place.

All persons who are required to select, wear, maintain or store RPE are given adequate information, instruction and training.

Adequate supervision is provided commensurate with the level of risk identified in the risk assessment.

# TRANSPORT POLICY

## Policy

We as users of transport recognise our duties to protect our employees and others who may be affected by our activities, and as such will undertake assessments of our activities in relation to Company transport. We will take appropriate action to adequately control the risks identified by such assessments. We will ensure that all persons required to drive any of our vehicles are suitably trained and competent to undertake the duties placed on them, and where necessary ensure a valid driving licence is held by individuals appropriate to the type and class of vehicle they may be required to operate. All Company vehicles will be regularly inspected and serviced in accordance with manufacturers' recommendations and where necessary tested in line with the legislative requirements prevailing at the time. Where vehicles are required to travel on the public highway they will be adequately insured and hold an appropriate road fund licence. All control measures and procedures will be regularly monitored to ensure they remain effective.

## ARRANGEMENTS FOR TRANSPORT SAFETY

### The Transport Co-ordinator will ensure that:

All Company transport systems are identified and assessments are conducted.

Suitable and sufficient control measures are implemented to ensure the continued use of transport systems both on our premises and on the public highway.

Procedures are in place to ensure only trained competent persons, who are fit to drive, operate our vehicles.

Where required, drivers hold a current valid licence for the type and class of vehicle they may be required to operate.

Employees are reminded of the need to adhere to the Highway Code and all current relevant legislation for the country in which they are driving.

Procedures are in place for all Company vehicles to be inspected and serviced in accordance with manufacturers' recommendations.

Where required by specific legislation, vehicles are tested at the required intervals.

Procedures are in place for the identification, reporting and rectification of defects.

Training, information and instruction is provided for all vehicle operators along with refresher training as may be required from time to time.

Relevant insurance cover is provided and maintained for vehicles under the Company's control.

Procedures are in place for drivers to correctly record driving hours and that these are monitored by the Company.

Traffic routes are planned to best utilise drivers' time and where necessary arrangements are in place to allow for rest breaks and overnight stop-overs as may be required by the drivers.

Procedures are in place to ensure vehicles display the correct placards.

A qualified Dangerous Goods Safety Adviser (DGSA) is appointed when dangerous goods are regularly handled, processed or transported.

Measures are in place to ensure compliance with ADR and CDG (Carriage of Dangerous Goods) requirements where applicable.

H&S Policy Review	Date Created	Date Reviewed	Signature