



GREEN FACILITIES MANAGEMENT LIMITED

HEALTH AND SAFETY GENERAL POLICY

OVERVIEW

Our health and safety management system provides us with the means to manage health and safety in an efficient and effective way. The system is contained in two folders:

Health and Safety General Policy (for use by the management team)

Safety Handbook (made available for employees to read)

These documents contain our plans, policies, organisation, arrangements and risk management tools.

General Policy, General Arrangements and Implementation of Policy

In this section we state our objectives for, and commitment to, managing health and safety. We also describe our general health and safety arrangements and indicate how the policy will be implemented.

Organisation and Responsibilities

To ensure that we are all aware of the duties that we have to create and maintain a safe working environment, this section outlines our organisational structure for managing health and safety. Responsibilities are assigned to all levels of management and the individual responsibilities of all employees are described.

Arrangements

In this section we outline the arrangements that we will use to implement statutory requirements and to achieve the objectives of our policies.

Monitoring, Checking and Recording

The master documents for monitoring and checking are found at the back of the folder.

We have records for our fire precaution checks and training and other master documents and completed forms required by our policies and procedures. These and the other completed records are our proof that we have been diligent in carrying out our policy and complying with legal requirements.

Document Control

The issue status of pages in our documents is identified in the bottom left hand corner of each page. When updates or changes are required, only the pages requiring amendment will be changed with the issue status being increased by one. Each change is recorded in the Amendment Record found at the front of each manual.

The date on the Policy Statement reflects the date the policy was last reviewed.

GREEN FACILITIES MANAGEMENT LIMITED HEALTH AND SAFETY GENERAL POLICY

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AMENDMENT RECORD

Amendment Reference	Section	Page No	Amendment Details	Amendment Date	Requested By
HS/0/0211	A	7	Amended signature line on Policy Statement	02/11	SS
		13	Amended Health and Safety Management Structure	02/11	SS
		15 - 16	Added Specific responsibilities for Chief Executive Officer	02/11	SS
		20	Amended Specific Responsibilities	02/11	SS

SECTION A:

GENERAL POLICY, GENERAL ARRANGEMENTS AND IMPLEMENTATION

GENERAL POLICY STATEMENT

At Green Facilities Management Limited it is our policy to ensure, so far as is reasonably practicable, the health and safety of our employees and anyone else who may be affected by our work activities. The minimum standard we will adopt will be compliance with legal requirements and appropriate codes of practice. However, our aim will be to fulfil the spirit of the law and not just comply with technical requirements. We will assess the risks from our work activities and will operate according to the procedures that best promote health and safety at work.

We accept our responsibilities for health and safety and are committed to giving health and safety equal importance with other business matters. We will ensure that the resources necessary to achieve the objectives of this policy are made available. We are looking for your cooperation to enable us to fulfil our legal duties and the objectives of this policy. To promote co-operation, procedures for consulting you are built into the policy. It is your duty to follow the standards and procedures laid down by us.

Where applicable, equipment that enables tasks to be carried out safely will be provided and maintained to ensure their safe operation. If you are required to operate any equipment you will be provided with appropriate training. Any other training and instruction necessary to ensure that you know how to work safely will also be provided. Where exposure to hazards cannot be prevented by any other means, appropriate personal protective equipment will be provided and instruction in its use and maintenance given.

Any materials or equipment kept on site will be stored in a safe manner. Safe access to and egress from our premises will be maintained, in order to protect all users of the premises. Suitable facilities for your welfare at work will be provided and maintained, as will arrangements to enable you to obtain first aid.

The signatory below has ultimate responsibility for health and safety within Green Facilities Management Limited and will, if applicable, nominate a competent person for health and safety. Other responsibilities for health and safety matters have been assigned as appropriate and are described in the relevant procedures.

The Policy Holder will oversee an annual review of this policy and associated procedures to ensure their continued effectiveness. Where necessary to ensure legal compliance and promote continuous improvement, the policy and associated procedures will be amended. Any amendments will be brought to the attention of all persons that need to know.

Policy Holder:

Signed: Suman Lau
Director

Date:

Review Date:

GENERAL ARRANGEMENTS

What to do **IN THE EVENT OF FIRE** is covered by separate instructions, copies of which are posted throughout the premises, (see Fire Safety Arrangements in Section C).

You must report **ALL INCIDENTS**. Where necessary, incidents will be investigated to determine causes and identify actions to prevent recurrence, (see Incident Reporting Arrangements in Section C).

FIRST AID. The location of first aid boxes and the names of first aiders are displayed on notice boards.

We are responsible for the **INSTRUCTION** of employees in safe working methods and for ensuring that these methods are used. We are also responsible for initiating any steps necessary to improve unsafe conditions.

We will arrange for you to receive any **TRAINING** that you will need in order to work safely and avoid work-related ill health. This will include training in the operation of emergency procedures.

GOOD HOUSEKEEPING is an essential part of our safety programme and you must co-operate with us in maintaining suitable standards. A housekeeping campaign will be introduced with areas prioritised to achieve a gradual overall improvement which should be maintained. Where possible, waste removal should form part of the operators normal duties.

We are responsible for the **MAINTENANCE** of equipment, especially where there is a risk to your health and/or safety. All defective equipment will be withdrawn from use until faults are rectified; all maintenance work will be undertaken by competent persons.

Regular **SAFETY INSPECTIONS** of all areas will be undertaken in accordance with an agreed timetable, (see Section E – Monitoring). Where the need is identified for action to be taken to rectify unsafe conditions, this will be carried out, if it is reasonably practicable to do so.

Where a risk assessment identifies that you need to use **PERSONAL PROTECTIVE EQUIPMENT (PPE)** to ensure your health and/or safety, we will provide suitable equipment. Wherever possible you will be consulted when equipment is being selected.

Safety procedures and rules for **CONTRACTORS** are outlined in Section B.

RISK ASSESSMENTS will be carried out as required under the current edition of the Management of Health and Safety at Work Regulations. They will be monitored and reviewed as necessary.

IMPLEMENTATION OF POLICY

Our policies will be implemented by:-

- taking health and safety into account when planning all business activities;
- providing and maintaining equipment and systems of work that are carefully designed and monitored;
- ensuring that optimum safety standards are complied with when using, handling, storing and transporting articles and substances;
- ensuring that employees are provided with suitable and sufficient information, instruction, training and, where necessary, supervision to enable them to work safely;
- ensuring that high standards of housekeeping are maintained throughout all our premises and in premises where we are working and that means of access and egress are safe;
- ensuring that, where its use is identified by risk assessment, personal protective equipment (PPE) is provided and used;
- ensuring that specific arrangements are entered into when engaging contractors and subcontractors so that our policies are adhered to by them;
- ensuring that adequate arrangements and facilities for welfare and first aid are provided;
- ensuring that all employees and subcontractors comply with relevant legislation and co-operate with those responsible for enforcing it;
- maintaining a system for the recording and investigation of all incidents;
- ensuring that the responsibilities of employees and subcontractors with regard to health and safety are specified clearly in writing.

ENVIRONMENTAL POLICY

We believe that businesses are responsible for achieving good environmental practice and operating in a sustainable manner.

We are therefore committed to reducing our environmental impact and continually improving our environmental performance as an integral and fundamental part of our business strategy and operating methods.

It is our priority to encourage our customers, suppliers and all business associates to do the same. Not only is this sound commercial sense for all; it is also a matter of delivering on our duty of care towards future generations.

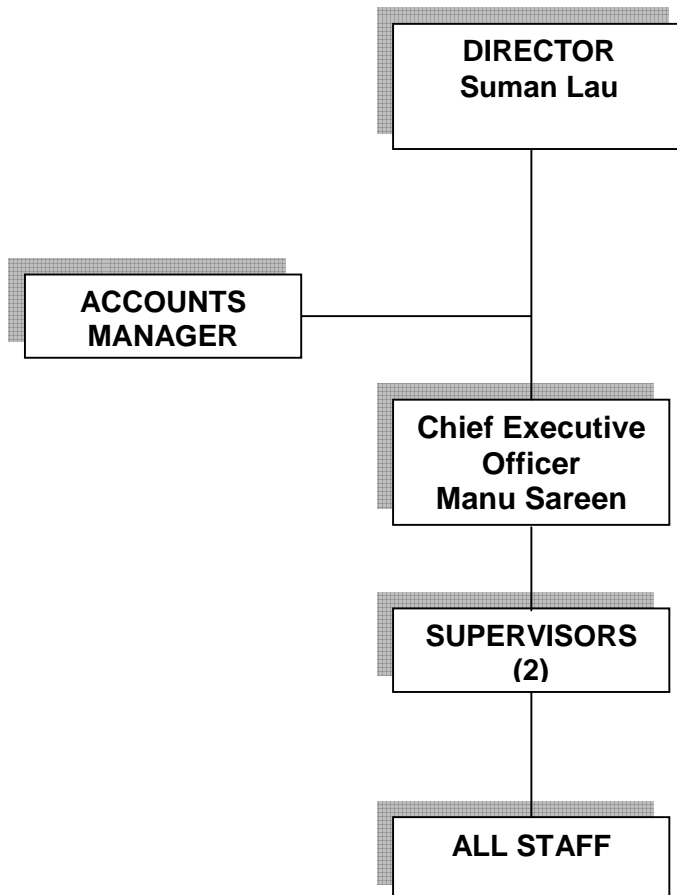
Our policy is to:-

- wholly support and comply with or exceed the requirements of current environmental legislation and codes of practice;
- minimise our waste and then reuse or recycle as much of it as possible;
- minimise energy and water usage in our buildings, vehicles and processes in order to conserve supplies, and minimise our consumption of natural resources, especially where they are non-renewable;
- operate and maintain company vehicles with due regard to environmental issues as far as reasonably practical and encourage the use of alternative means of transport and car sharing as appropriate;
- apply the principles of continuous improvement in respect of air, water, noise and light pollution from our premises and reduce any impacts from our operations on the environment and local community;
- as far as possible purchase products and services that do the least damage to the environment and encourage others to do the same;
- assess the environmental impact of any new processes or products we intend to introduce in advance;
- ensure that all employees understand our environmental policy and conform to the high standards it required;
- address complaints about any breach of our Environmental Policy promptly and to the satisfaction of all concerned;
- update our Environmental Policy annually in consultation with staff, associates and customers.

SECTION B:

ORGANISATION AND RESPONSIBILITIES

HEALTH AND SAFETY MANAGEMENT STRUCTURE



INDIVIDUAL RESPONSIBILITIES

GENERAL RESPONSIBILITIES OF ALL EMPLOYEES

The organisation takes seriously the health, safety and welfare of all our employees and anyone that could be affected by our work activities. We have set high standards which are described in our policies, procedures and safe systems of work. These standards will not be achieved easily but we are committed to providing the resources necessary to do so. Achieving the standards we have set for ourselves also requires the co-operation of all employees.

Employees who authorise work to be carried out must ensure that those that will be doing the work are sufficiently trained, instructed and informed to enable them to do so safely and to avoid risks to their health. Where necessary, you will need to provide supervision, particularly in the case of young and inexperienced workers. If you have specific monitoring responsibilities, these are described in Section E. In addition to any specific responsibilities, you should regularly carry out safety inspections of the working environment under your control in order to maintain standards.

All employees must follow the arrangements described in our policies, procedures and safe systems of work. You should only operate equipment that you are trained and authorised to use, ensuring that all guards and safety devices are in place and working and using any personal protective equipment (PPE) you have been instructed to use. If you have any concerns about health and safety matters, you should tell your supervisor or use the consultation procedure described in Section C.

We may want you to be involved in our risk assessment programme. If so, we would ask you to co-operate with those leading the process.

We would remind you that employees have duties under Sections 7 and 8 of the current edition of the Health and Safety at Work Act to:-

- take reasonable care of their own health and safety and that of anyone affected by what they do;
- co-operate with their employer to enable them to comply with their statutory duties;
- refrain from intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety and welfare.

Failure to comply with your legal duties could result in the enforcing authority taking action against you.

SPECIFIC RESPONSIBILITIES

DIRECTOR

Responsibilities include:-

- overseeing the effective application of our Safety Policy with the aim of preventing accidents and reducing hazards;
- carrying out an annual review of the Policy;
- directing Managers that our Safety Policy is to be implemented at all times;
- ensuring co-operation between all parties in fulfilling the aims of the Safety Policy;
- arranging funds and facilities to meet requirements of the Policy;
- ensuring that appropriate insurance cover that embraces both statutory and general requirements is met and maintained;
- setting a personal example.

SPECIFIC RESPONSIBILITIES

CHIEF EXECUTIVE OFFICER

Responsibilities include:

- familiarising yourself with our Health and Safety Policy;
- ensuring that persons under your control are given adequate information, instruction and training to enable them to carry out their duties in a safe manner;
- ensuring that all levels of staff receive adequate and appropriate training;
- making reasonable enquiries to ensure that subcontractors engaged to work on our behalf and contractors engaged to work on our premises are competent to do so;
- ensuring that the disciplinary procedures are adequate to act against those who breach Safety Policy or safe practices;
- carrying out risk assessments to identify all hazardous activities and the risks associated with such activities;
- bringing to the attention in writing of those concerned, the significant risks identified as a result of any such assessments;
- ensuring that risk assessments are reviewed regularly, particularly in respect to any new or proposed activities or processes;
- ensuring that any inspection, testing and certification is carried out to comply with relevant Regulations applicable to our operations;
- setting a personal example.

SPECIFIC RESPONSIBILITIES

SUPERVISORS

Responsibilities include:-

- familiarising yourself with our Health and Safety Policy;
- ensuring that persons under your control are given adequate information, instruction and training to enable them to carry out their duties in a safe manner;
- ensuring that staff are adequately trained in proper and safe working methods and are fully aware of any hazards;
- completing accident reports for all accidents involving injury, damage or lost time. Reports to be completed as soon as possible;
- ensuring that all safety rules are observed and protective equipment is worn or used when appropriate;
- ensuring that all employees are aware of the fire procedures and first aid facilities;
- ensuring that new employees learn to take safety precautions;
- ensuring that all safety devices are fitted, properly adjusted and maintained;
- seeking to develop safe practices and encourage suggestions from employees;
- ensuring that any inspection, testing and certification is carried out to comply with relevant Regulations applicable to our operation;
- ensuring that all hazardous defects in the workplace are reported and subsequently rectified;
- identifying training requirements of individuals and reporting this;
- ensuring that regular health and safety inspections are undertaken within those areas under their control and that prompt remedial action is taken when any unsafe practice or condition is apparent;
- ensuring that suitable written records are kept and maintained of such inspections;
- ensuring that all safety rules are observed and protective equipment is worn or used when appropriate;
- ensuring that all employees are effectively instructed in safe systems of work and that records of instructions are kept;

- maintaining good housekeeping standards;
- reprimanding any member of staff failing to discharge satisfactorily, the responsibilities allocated to them;
- setting a personal example.

SPECIFIC RESPONSIBILITIES

ALL STAFF

Responsibilities include:-

- being familiar with the Safety Policy and implementing it at all times;
- complying with any risk assessments which have been undertaken;
- operating only items of plant and equipment for which you have been trained, deemed competent and authorised to use;
- reporting any industrial injury, industrial disease, or any incidents which could result in personal injury or property damage, to your Supervisor;
- using the correct tools and equipment for the job. Using the safety equipment and protective clothing (P.P.E.) which is made available and issued when required;
- developing a concern for safety personally and for others, particularly new employees;
- avoiding improvisation;
- suggesting ways of eliminating hazards;
- co-operating with us in maintaining a safe working environment and making your contribution to reducing accidents;
- taking care of property entrusted to you, refraining from horseplay, the abuse of welfare facilities and the misuse of equipment;
- keeping tools and equipment in good condition;
- reporting to your line manager any defects in plant or equipment. Ensuring that plant and equipment is in a safe and secure state when unattended;
- obeying our safety rules;
- maintaining good housekeeping standards;
- setting a personal example.

SUMMARY OF RESPONSIBILITIES

OVERALL RESPONSIBILITY

The Policy Holder has overall and final responsibility for health and safety within our operations and will ensure we have effective policies for health and safety and will delegate specific responsibilities to ensure that all requirements of current legislation are satisfied.

SPECIFIC RESPONSIBILITIES

Responsibility	Name
<u>Policy Implementation</u>	
Review:	Director
Health and Safety Budget/Funding:	Accounts Manager
Insurance Provision:	Accounts Manager
Instruction in Safe Working Practices:	Chief Executive Officer/Supervisors
Training:	Chief Executive Officer/Supervisors
Health and Safety Inspections and Monitoring:	Chief Executive Officer/Supervisors
Person responsible for Safety Consultation:	Chief Executive Officer
Safety Inspections:	Chief Executive Officer/Supervisors
Person responsible for Disciplinary Procedures:	Chief Executive Officer/Supervisors
Person responsible for issue of PPE:	Supervisors
<u>Equipment Maintenance and Inspection</u>	
First Aid Provision:	Chief Executive Officer/Supervisors
Housekeeping:	All staff
Accident Reporting and Recording:	Chief Executive Officer/Supervisors
Accident Investigation:	Chief Executive Officer
Person responsible for dealing with Civil Claims:	Director
<u>Risk Assessments</u>	
General:	Chief Executive Officer/Supervisors
Hazardous Substances:	Chief Executive Officer/Supervisors
Manual Handling:	Chief Executive Officer/Supervisors
PPE:	Chief Executive Officer/Supervisors
Working at Heights:	Chief Executive Officer/Supervisors
Lone Working:	Chief Executive Officer/Supervisors
Vibration:	Chief Executive Officer/Supervisors
Pregnant Workers:	Chief Executive Officer/Supervisors
Young Persons:	Chief Executive Officer/Supervisors
<u>Services</u>	
Electrical Equipment:	Chief Executive Officer/Supervisors
Waste:	Supervisors / Staff

SECTION C:

PROCEDURES

ACCIDENT/INCIDENT REPORTING PROCEDURE

We accept our duty under the current edition of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to report certain injuries and incidents to the enforcing authority. The purpose of this procedure is to ensure that this duty is fulfilled and that all accidents are investigated (we have access to guidance on RIDDOR via ES Gateway).

INCIDENT RECORDING

Any person injured during the course of their work should record the injury in our Accident Book. The completed page of the book should then be removed and given to the person who is responsible for ensuring that completed reports are kept secure. The injured person may take a copy of the page from the Accident Book if they wish.

ACCIDENT INVESTIGATION

The person responsible will investigate all accidents and incidents. Incidents will be investigated by completing a copy of the Accident/Incident Report Form and measures necessary to prevent recurrence will be identified and implemented.

REPORTS TO THE ENFORCING AUTHORITY

The person nominated for investigating accidents/incidents is responsible for reporting to the Incident Contact Centre (ICC) any injury, disease or dangerous occurrence covered by RIDDOR. If the person is not sure whether an incident should be reported NorthgateArinso Employer Services Advice Line can be contacted.

INCIDENT CONTACT CENTRE

Incident Contact Centre Caerphilly Business Park Caerphilly CF83 3GG Tel: 0845 300 9923 Fax: 0845 300 9924 Internet: www.riddor.gov.uk

It is our policy that verbal communication regarding any accident is expressly forbidden. Any request for information by pertinent and relevant parties must be addressed to the Policy Holder in writing who will make our official response. This statement relates to both reportable and non-reportable accidents/ incidents.

CIVIL CLAIMS

We acknowledge that employees and others (contractors, visitors and members of the public) who may be affected by our activities have the right to make claims for compensation, where they consider that an injury is the result of negligence on our part. Such claims will be dealt with on our behalf by our Employers' and Public Liability insurer.

Following the Woolf report, there is now a 'fast track' procedure that allows for small claims to be settled quickly. This procedure requires us to forward to our insurer any letter from a solicitor, alleging negligence on our part, within 21 days of receipt and providing evidence in our defence. The insurer then has 90 days to respond to the claimant's solicitor. To enable us, and our insurer, to comply with the requirements of the 'fast track procedure', the following procedures must be followed:-

- all incidents must be recorded, investigated and, where necessary, under RIDDOR, reported to the enforcing authorities as described in the Incident Reporting Procedure contained in this Policy;
- any person receiving a letter from a solicitor must forward this immediately to the person responsible for dealing with civil claims;
- this person will, unless instructing someone else to act on their behalf, forward the solicitor's letter to our insurer along with any evidence in our defence;
- direct correspondence with the claimant and/or his/her solicitor is strictly forbidden, as this may prejudice our defence;
- all correspondence relating to the claim must be forwarded to the person responsible for dealing with civil claims immediately following receipt.

It is our responsibility to provide evidence in defence. Therefore we will collate an 'Evidence File' for all reportable injuries and incidents and any other accidents where a claim is foreseeable. We may take a commercial view on minor accidents, balancing the possibility of a claim being brought against the cost of accident investigation.

Evidence may take the form of the following documents, but this is not an exhaustive list:-

- entry in the Accident Book;
- statements from the injured person(s), witnesses, supervisors and first aider. These should be signed and dated and contain only statements of fact not supposition;
- copy of the accident/incident investigation report, with any photographs and diagrams;
- pre and post accident risk assessments;
- a copy of any written safety instructions given to the injured person(s);
- a record of any personal protective equipment issued to the injured person(s);

- copies of any test certificates and/or records of maintenance and inspection of any equipment involved in the incident;
- any disciplinary evidence relating to the occurrence;
- copy of any statutory reporting document forwarded to the Enforcing Authority (F2508 or F2508A);
- copy of any correspondence from the enforcing authority relating to the incident.

No evidence may be sent to our insurers without the permission of the person responsible for dealing with civil claims.

A claim may be brought by an employee whether or not the accident has been recorded in the Accident Book or whether he/she has taken time off work as a result.

CONSULTATION WITH EMPLOYEES

We accept our duty under the current edition of the Health and Safety (Consultation with Employees) Regulations to consult you on health and safety matters, particularly with regard to:-

- any measures that may substantially affect your health and safety;
- our arrangements for obtaining the assistance of a competent person to help us manage health and safety;
- information about risks to your health and safety and preventative measures;
- the planning and organisation of any health and safety training that you will need in order to work safely;
- the health and safety consequences of the introduction of new technologies into the workplace.

We will be consulting you directly.

You will be provided with such information as is necessary to enable you to participate fully and effectively in the consultation. Such information will be provided by the means most appropriate to the matters and circumstances concerned. These may include, but will not be limited to, the following:-

- conversations with individuals;
- staff meetings/team meetings;
- information displayed on notice boards;
- letters attached to payslips.

We encourage all employees to take an active interest in health and safety matters and welcome positive suggestions for improvement. If you would like to raise a matter for discussion you should bring this to the attention of the person responsible for Consultation.

DISABILITY

Wherever possible we will undertake to make reasonable adjustments in relation to the physical features of the premises to overcome physical barriers to access.

Where reasonable adjustments to access cannot be made by removal, alteration or avoidance of physical features, we will undertake to provide a reasonable alternative method of making the service available to disabled people.

We will give serious consideration to any ideas put forward regarding improved access and mobility.

Whatever solutions are proposed we are committed to respecting the dignity of all disabled employees, clients and visitors.

DRIVING COMPANY VEHICLES

To ensure the safety of drivers of company vehicles and others that could be affected by the use of vehicles we will operate the following procedures:

- All company vehicles are suitable for their intended purpose.
- All company vehicles will be serviced according to manufacturers' recommendations and service log books will be maintained.
- Where required, vehicles hold a current MOT test certificate and are presented for testing as legally required.
- A Weekly Vehicle Check sheet is completed for each vehicle under their control.
- We will ensure that company vehicles are driven only by persons holding a current, full licence for the type of vehicle and who have been authorised to do so.
- Before being allowed to drive a company vehicle, an employee will be required to present his/her driving licence for inspection. Thereafter, driving licences will be inspected annually.
- The company does not expect employees to take risks when driving. Journeys should be planned in advance, allowing sufficient time to drive within speed limits and according to traffic conditions.
- Some prescription drugs and medicines carry a warning to persons taking them that they should not operate machinery or drive vehicles. Any driver prescribed such medication must inform the company immediately and must not drive until they have stopped taking the medication.
- Drivers are instructed to obey the Highway Code at all times.
- Drivers are instructed NOT to use a mobile phone while driving, unless it is hands-free.
- The employee is responsible for paying any fines for driving or parking offences committed while he/she is in charge of a company vehicle.
- Any driver of a company vehicle must inform the company about any prosecution for a driving offence.
- Drivers are advised that on the morning following a night of heavy drinking their blood alcohol level may be above the legal limit. If a driver thinks that this is the case, he/she must not drive until they consider that their blood alcohol level is within the limit.

Driving a company vehicle without authorisation or whilst under the influence of alcohol or illegal drugs are serious breaches of our health and safety rules. They will be considered as gross misconduct, which could lead to summary dismissal.

ELECTRICAL SAFETY

Electricity has the potential to kill. This danger is increased because it cannot be seen. Electrocutation can also cause burns and shorting of conductors can cause fire or explosion.

We acknowledge that we have duties under the current edition of the Electricity at Work Regulations to take precautions against the risk of death or personal injury from electricity in work activities. The following procedures, aimed at eliminating risk or reducing it to an acceptable level, will be adopted.

Fixed (Permanent Installation)

Any modifications or extensions to the fixed electrical installations in our premises will be designed by a professionally qualified electrical engineer. To assist with this, persons purchasing any electrical equipment are responsible for obtaining from the manufacturer/supplier details of power requirements and for bringing these to the attention of the person designing the electrical system. All designs will comply with the current edition of the Institution of Electrical Engineers Regulations for Electrical Installation (IEE Regulations).

Any maintenance work will be carried out by a competent person to the standard recommended by the current edition of the IEE Regs.

LIVE WORK, EXCEPT WHERE IT IS UNAVOIDABLE FOR THE PURPOSES OF TESTING AND CERTIFICATION, IS PROHIBITED.

Persons carrying out electrical maintenance work will be required to provide risk assessments for the tasks they will be carrying out.

Electrical switchgear and control equipment will be kept clean and free from obstruction at all times.

The fixed electrical installation will be inspected and tested at intervals of five years by a contractor approved by the National Inspection Council for Electrical Installation Contracting (NICEIC) or the Electrical Contractors Association (ECA).

Portable Electrical Appliances

For the purpose of this procedure a portable electrical appliance is defined as any item powered electrically and supplied via an electrical lead and plug.

All portable electrical appliances will be identified with a unique number and will be listed in a Portable Electrical Appliances Register.

All persons using hand held electrical appliances are responsible for inspecting plugs and lead before use.

Any person finding an item of damaged equipment should bring this to the person responsible for Electrical attention immediately.

Portable electrical appliances will be inspected and tested at the recommended frequency as stipulated by current guidelines.

HAND-ARM VIBRATION (HAVS)

We recognise that regular exposure to continuous vibration from the work process has the potential to cause long term ill health to a range of occupational diseases collectively known as hand–arm vibration syndrome (HAVS).

It is our policy to:-

- assess the risks to health from exposure to continuous levels of vibration, and determine the control measures needed;
- introduce effective control measures to ensure levels of exposure to HAVS are eliminated or reduced as far as is reasonably practicable;
- record the assessments, and review them periodically or when changes occur;
- ensure that the most appropriate equipment is used for the job;
- ensure that those persons responsible for managing work likely to result in exposure to HAVS are adequately trained and competent;
- inform, instruct and train employees about the risks and the precautions to be taken to protect themselves from the harmful effects of continuous exposure to vibration;
- ensure no new equipment or processes are introduced into our work activities where there is a foreseeable risk of HAVS without a risk assessment and approval of the Policy Holder;
- maintain an inventory of all vibration equipment used that is likely to cause HAVS;
- monitor exposure of HAVS, and undertake appropriate health surveillance, where necessary;
- maintain tools to the manufacturer's specifications to avoid worsening vibration;
- use the vibration performance of equipment as a factor for consideration when purchasing new equipment.

HAZARDOUS SUBSTANCES

A hazardous substance is any substance, natural or man made, in solid, liquid, powder, dust, gas, fume or vapour form that can cause injury or ill health.

We accept that we have a duty under the current edition of the Control of Substances Hazardous to Health Regulations (COSHH) to eliminate or, so far as is reasonably practicable, control the risks to health of any person from hazardous substances used in or arising from our work activities.

We will:-

- maintain an up-to-date inventory of substances purchased for use by employees;
- obtain and maintain a library of suppliers' material safety data sheets (MSDS) for all substances listed in the inventory;
- identify work activities that produce hazardous substances;
- assess the likelihood, type and severity of the health risks associated with the substances identified above, before any person is exposed to them (i.e. record COSHH assessments);
- review our COSHH assessments every 2 years, or sooner if substances or activities change significantly;
- provide suitable precautions to eliminate or reduce the risks to exposed persons;
- provide employees with suitable personal protective equipment (PPE) and train them in its use, where risks from exposure to hazardous substances cannot be reduced to acceptable levels by other means;
- give adequate information, instruction and training to employees likely to be exposed to hazardous substances to enable them to use any controls (including PPE) correctly and use substances safely.

Responsibilities for undertaking COSHH assessments are identified in the organisation and responsibilities section of this Policy.

Persons engaging contractors to work on our premises are responsible for obtaining from them MSDS and COSHH assessments for any substances to be used.

You are responsible for using the controls identified in the COSHH assessments for substances you use or are exposed to. If you consider that the controls identified in a COSHH assessment are not sufficient to reduce the risks to your health you should inform us immediately.

Via ES Gateway, an internet service provided by NorthgateArinso Employer Services, we have access to a "Risk Assessment and Reference Manual" containing guidance on carrying out COSHH assessments.

HOST EMPLOYMENT

Working for host employers exposes you to a variety of risks and hazards that are beyond the direct control of our organisation. To safeguard your safety it is our policy to:-

- obtain full work brief assignment instructions prior to finalising contractual agreements;
- request and obtain Health and Safety information, policies, risk assessments, safe working guidance's and practices from the host employer that is relevant to the activities at their premises and work to be undertaken by you;
- meet with the Host employer prior to our starting work to:-
 - establish rules and guidelines for our operations at their premises;
 - obtain information on activities that may present a hazard to you and identify activities and actions that must be avoided;
 - obtain information on emergency actions including fire, first aid and accident reporting arrangements;
 - define the areas in which the work is to be carried out and any segregation arrangements;
 - define areas that are not accessible to you;
 - agree routes to and from the work sites and access to welfare facilities;
 - obtain and review copies of all risk assessments relevant to the work being undertaken and areas of occupation;
 - obtain and review copies of all safe working practices / method statements and safe working guidance to be adhered to;
 - ensure site induction training, job training, instructions and notices and information to safeguard your health and safety is provided;
 - obtain details of any special occupational qualifications or skills necessary to be held by you to carry out work safely and provide appropriate employees based upon this criterion;
 - obtain details of the specific features of the jobs to be filled by those employees (in so far as those features are likely to affect their health and safety) and to provide appropriate employees based upon this criteria;
 - obtain any other information, instruction, training, equipment or facility that could reasonably be expected to safeguard the health and safety of the temporary worker;
 - stop working immediately if work appears unsafe, and establish that staff should report any concerns to a manager immediately;
 - ensure, so far as is reasonably practicable, that you are provided with comprehensible and relevant information on the hazards and risks and preventative and protective measures.

LONE WORKING

We will ensure, so far as is reasonably practicable, that you and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by solitary working.

Solitary working exposes employees and others to certain hazards. Our intention is either to entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce them to an acceptable level.

ARRANGEMENTS FOR SECURING THE HEALTH AND SAFETY OF WORKERS

Assessments of the risks of working alone carried out under the Management of Health and Safety at Work Regulations will confirm whether the work can actually be done safely by one unaccompanied person. This will include the identification of hazards from, for example, means of access and/or egress, plant, machinery, goods, substances, environment and atmosphere, etc.

Particular consideration will be given to:-

- the remoteness or isolation of workplaces;
- any problems of communication;
- the possibility of interference, such as violence or criminal activity from other persons;
- the nature of injury or damage to health and anticipated "worst case" scenario.

INFORMATION AND TRAINING

Employees and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. You will be required to follow the safe working procedures devised which will include the provision of first aid, communication procedures and awareness of emergency procedures. You are required to co-operate with these efforts to ensure safe working and to report any concerns to management.

SAFE SYSTEMS OF WORK

Rules and instructions will be developed, if necessary in writing, to cover the following:-

Required ability of employees, e.g:-

- professional training;
- qualifications and experience;
- medical fitness.

Suitability of equipment, e.g:-

- quality of hand tools;
- level of personal protective equipment supplied by us;
- insulation of portable lighting and other electrical appliances.

Means of communication, e.g:-

- two-way radio;
- telephone;
- remote manual or automatic alarm system;
- regular visits by competent person.

Provision for treatment of injuries, e.g:-

- portable first aid kit;
- availability of first-aider.

Emergency and accident procedures, e.g:-

- means of summoning help;
- means of raising alarm;
- rescue plans and equipment;
- fire fighting equipment.

Training, e.g:-

- for safe use of specialised equipment and processes, etc.

Supervision, e.g:-

- for trainees, young people or new recruits, who must be confirmed as competent to work alone before supervision is relaxed to the level of occasional visits.

DEFINED WORKING LIMITS

We will establish clear procedures to set limits of what can and what cannot be done while working alone.

PERMITS TO WORK

In certain circumstances, particularly when the risks are considered high or where specific legal requirements exist, some or all of the above procedures may be contained in a written permit to work, without which the activity may not take place. Copies of permits will normally be issued to everyone directly involved with the activity, e.g. the solitary worker, the closest supervisor and the relevant manager.

Where time limits are a consideration, e.g. to control exposure to heat, fatigue or to ensure essential supplies such as breathing gases are not exhausted, the permit would state required starting and finishing times or maximum duration of the task.

MANUAL HANDLING

Manual handling is the name given to tasks involving lifting, putting down, carrying, pulling, pushing or moving that rely on bodily force. We recognise that such tasks have the potential to cause injuries. Therefore, wherever possible we will eliminate manual handling tasks by arranging for loads to be lifted and moved by mechanical means.

Where it is not reasonably practicable to lift or move loads by mechanical means, tasks will be assessed, equipment such as sack trucks, trolleys and wheelbarrows will be provided to reduce risks and employees will be provided with training in handling techniques.

Responsibilities for undertaking manual handling assessments are identified in the organisation and responsibilities section of this Policy. From these risk assessments, safe systems of work will, where appropriate, be developed and brought to the attention of staff concerned.

You are responsible for using equipment provided to reduce risks from manual handling tasks. You will not be required to carry out a manual handling task that you consider is beyond your capability.

Any person who considers that a manual handling task is beyond their capacity should bring this to the attention of their Line Manager.

Persons engaging contractors to work on our premises are responsible for obtaining from them copies of risk assessments for any manual handling tasks.

Via ES Gateway, an internet service provided by NorthgateArinso Employer Services, we have access to a "Risk Assessment and Reference Manual" containing guidance on carrying out manual handling assessments.

NEAR MISS REPORTING

PURPOSE

The purpose of this policy is to provide a method for reporting 'near miss' incidents. The investigation of such incidents can help to implement procedures or control measures which will prevent a recurrence of the incident and therefore prevent potential accidents.

Often the difference between a near miss and an accident resulting in injury is minimal a slight difference in timing, location or personnel.

DEFINITIONS

A '**near miss**' is an unplanned event that did not result in injury, illness, damage or product loss - but had the potential to do so.

An '**accident**' is an unplanned uncontrolled event that has lead to injury, illness, damage or some other loss to the company.

RESPONSIBILITIES

All staff must report 'near miss' incidents as soon as practical following the incident.

The Near Miss Report Form should be used to report the incident. As much detail as possible should be provided to ensure a thorough investigation can be carried out. When complete the form must be returned to the office. (See Section H, Forms)

We will collate the forms and carry out any required investigations.

RECORDS

Completed forms will be retained in the office for a period of three years.

NON-HARASSMENT

We recognise that harassment in the workplace in any form is unacceptable and in most cases is also unlawful. We are committed to ensuring that we are able to provide a working environment which is harmonious and acceptable to all.

It is the duty of each employee to respect the feelings and well being of all their colleagues. What might be acceptable to one person might be upsetting and/or intimidating to another person. Harassment is unacceptable language or behaviour, which causes the recipient of such actions to be embarrassed, offended, or threatened. Harassment can take many forms and can range from relatively mild banter to actual physical violence.

The following outlines examples of the type of behaviour which we would consider constitutes harassment, for which the perpetrator(s) will be liable to disciplinary action and in serious cases liable to summary dismissal:-

- coarse or insensitive jokes and pranks;
- coarse or insensitive comments about appearance or character;
- display of offensive material - written or pictorial;
- deliberate exclusion from conversation or activities;
- unwelcome familiarity or body contact;
- abusive, insulting, or threatening language;
- demands or threats to intimidate or obtain favours;
- threatened or actual violence.

The above list is not exhaustive.

We understand the sensitive nature of complaints of harassment, but would urge any individual if they feel that they are the victim of such behaviour, to implement the Grievance Procedure in order that the situation can be satisfactorily resolved. Individuals are assured that should they raise such a grievance that the matter will be dealt with promptly and in a discreet and caring manner.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal protective equipment (PPE) is the generic name given to items of protective clothing and equipment used by individuals to control their exposure to hazards. Where it is not reasonably practicable to control exposure to hazards by any other means, we will provide you with suitable PPE free of charge.

We will determine where, when and what PPE needs to be used when we conduct risk assessments. We will also identify any standards that apply to the PPE that you will need to use.

Items of PPE will be selected to be compatible and, wherever possible, you will be consulted during the selection process.

If you are required to use PPE, we will ensure that you are instructed in its use, maintenance and storage and, where necessary, that you are provided with written information. You will also be told how you can obtain replacements. PPE damaged through natural wear and tear will be replaced free of charge. You will be charged for equipment damaged through negligence or loss.

Areas where PPE must be used will be identified with the appropriate warning sign.

You are responsible for using PPE as directed.

Managers/supervisors are responsible for enforcing the use of PPE in areas under their control.

We will issue appropriate PPE and you will be required to sign to acknowledge receipt.

All PPE remains our property and must be returned on leaving.

If you experience problems using PPE you should bring this to our attention immediately.

Failure to wear PPE as identified in risk assessments or as instructed by us is a serious breach of our health and safety rules. It will be considered as gross misconduct, which could lead to summary dismissal.

Contractors are responsible for identifying in their risk assessments the need for PPE to be used. They are also responsible for providing their employees with any PPE they need and for enforcing its use.

We reserve the right to exclude from our premises any person not using the PPE needed to ensure their health and safety.

Via ES Gateway, an internet service provided by NorthgateArinso Employer Services, we have access to a "Risk Assessment and Reference Manual" containing guidance on carrying out risk assessments for the use of PPE.

PROTECTING THE PUBLIC

We acknowledge and accept our duty under the Health and Safety at Work Act and other regulations to take all reasonably practicable steps to ensure the health and safety of people who are not in our employment such as members of the public.

ARRANGEMENTS

We will plan, provide and maintain suitable perimeters and barriers at locations where it is necessary to separate the public and others from the work, based on risk assessment principles.

We will ensure access is controlled, based on risk assessment principles.

We will ensure specific hazards and risks are controlled.

We will discuss with the client and take appropriate precautions where there are selected groups or persons which need special attention such as:-

- the disabled;
- children.

Where reasonably practicable occupied premises will be fully or partially evacuated.

The decision on evacuation will be made at the planning stage based on:-

- the nature of the premises;
- who will be around;
- the extent and nature of the works;
- the risks to occupants;
- the time to complete the works;
- the significance of any risks associated with the evacuation;
- the cost of the evacuation including the costs of alternative arrangements.

RISK ASSESSMENT

We accept our duty under the current edition of the Management of Health and Safety at Work Regulations to carry out risk assessments for all work activities. We recognise that the purpose of risk assessment is to identify significant hazards in order to ensure that risks are eliminated or reduced to the lowest reasonably practicable level.

Our aim is to:-

- identify significant hazards to health and safety;
- identify all persons at risk from the hazards identified;
- ensure that controls are sufficient to reduce risks to acceptable levels;
- where necessary to ensure that risks are controlled adequately, action further controls;
- review risk assessments every 12 months or sooner if there is any reason to suspect that an assessment is no longer valid;
- record an individual risk assessment for each young person, (16-18years of age) employed;
- record an individual risk assessment for any employee that informs us that she is pregnant. An initial assessment will be recorded when we are informed. This will be reviewed monthly throughout the pregnancy and any period while she is breast feeding after return to work.

All areas and work activities will be risk assessed.

Responsibilities for undertaking risk assessments are identified in the organisation and responsibilities section of this Policy. From these risk assessments, safe systems of work will, where appropriate, be developed. Line Managers are responsible for bringing the significant findings of risk assessments to the attention of persons concerned.

You are responsible for using the controls described in the risk assessments for tasks that you carry out.

Via ES Gateway, an internet service provided by NorthgateArinso Employer Services, we have access to a "Risk Assessment and Reference Manual" containing guidance on carrying out risk assessments.

STRESS

We recognise that, whilst a degree of stress can be a positive force at work, excessive pressures can have a negative effect on health and on performance at work. We are committed to promoting good health at work; and are therefore concerned to recognise any negative effects that stress may have on individual members of staff, and to provide suitable support mechanisms for members of staff suffering from the negative effects of stress.

Through the risk assessment process, we will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them, as far as is reasonably practicable.

ARRANGEMENTS FOR SECURING THE HEALTH AND SAFETY OF WORKERS

We acknowledge that stress in the workplace can be caused by any combination of a number of quite diverse factors, such as:-

- job design and lack of control of workload;
- working environment;
- relationships with others at work;
- communication arrangements.

We also recognise that there may be problems outside the workplace that will cause an individual member of staff to suffer from the negative effects of stress, and that these may affect an individual's health and performance within work. In this situation undue negative stress may occur as a result of work-related and non work-related factors.

We will:-

- ensure, so far as is reasonably practicable, that excessive stress is eliminated from the work environment, and that the necessary risk assessments are completed and acted upon in the case of workplace stressors;
- provide suitable support mechanisms for members of staff suffering from the negative effects of stress;
- encourage a working environment where members of staff who feel they are suffering from the negative effects of stress can approach their Line Managers in confidence, in order that necessary support mechanisms can be put in place;
- encourage a culture where stress is not seen as a sign of weakness or incompetence;
- ensure adequate rehabilitation of employees returning to work after periods of absence;
- provide suitable training and guidance for Line Managers to enable them to recognise symptoms of negative stress in their staff and themselves;

- provide suitable training and guidance to line managers to enable them to undertake the necessary risk assessments in relation to stress in the workplace, and to arrange for implementation of effective control measures where appropriate;
- provide information and training for staff in general on the effects of stress at work, effective communication, handling difficult situations, time management and employee relations;
- undertake general health promotion activities within the workplace.

Where members of staff are suffering from excessive stress, we will provide the necessary mechanisms to promote a return to full health as quickly as possible. Members of staff are encouraged to refer themselves to any one of the following, where appropriate:-

- line manager;
- senior manager;
- occupational health service;
- the independent Employee Counselling Service.

All referrals will be dealt with in complete confidence. Members of staff will be offered any relevant counselling, help with stress reduction techniques and a full appraisal of their work situation.

SUBSTANCE ABUSE

We wish to promote health and safety at work and acknowledge that we have a legal responsibility to safeguard the health, safety and welfare of all our employees and other persons who may be affected by alcohol and drug abuse.

Line Managers will be responsible for identifying and controlling risks at their level of responsibility.

We reserve the right to initiate drug and alcohol screening/testing on all or part of the work force routinely, occasionally or on a random basis.

CONFIDENTIALITY

If you feel you may have a drink or drug problem, you are advised to seek help at an early stage. The Policy Holder or your Line Manager can be contacted during working hours and any discussions will be treated in the strictest confidence, subject to the provisions of the law.

ASSISTANCE

Drinking and drug problems will be treated as a health problem rather than an immediate cause for dismissal or disciplinary action if assistance/advice is sought. If you seek assistance/advice in relation to a drinking or drug problem you will not be discriminated against in any way.

ALCOHOL

“Effects on the Individual”

The Governments guidance on sensible drinking, lists the following examples of specific situations when the best advice is not to drink at all:-

- before or during driving;
- before using machinery, electrical equipment or ladders;
- before working or in the workplace when appropriate functioning would be adversely affected by alcohol.

Blood alcohol concentration levels lower than the drink/drive limit can still reduce physical co-ordination and reaction speeds. It also affects thinking, judgement and mood. People may feel more relaxed and less inhibited after a couple of drinks but getting drunk can lead to arguments, mood swings, and even violence.

The effects of heavy drinking the previous night can last into the next day. After getting drunk, alcohol should be avoided for 48 hours to give body tissue time to recover. However, this is a short-term measure and people whose pattern of drinking places them at significant risk should seek professional advice.

People who drink heavily may develop psychological and emotional problems, including depression. Drinking alcohol raises the drinker's blood pressure. This can increase the risk of coronary heart disease and some kinds of stroke. Regular heavy drinking can also increase the risk of liver damage, cirrhosis of the liver, and cancers of the mouth and throat.

HOW MUCH?

- The following benchmarks are for guidance only:

Men

- Between 3 and 4 units a day or less.
- BUT if you consistently drink 4 or more units a day, there is an increasing risk to your health.

Women

- Between 2 and 3 units a day or less.
- BUT if you consistently drink 3 or more units a day, there is an increasing risk to your health.
- One unit of alcohol is equivalent to 8gm or 10ml of pure alcohol.
- The following all contain one unit of alcohol:-
 - ½ pint ordinary strength beer, lager or cider;
 - a single 25ml measure of spirits;
 - a small glass of wine.

Please note, these benchmarks do not apply to young people who have not reached physical maturity.

RULES AND REGULATIONS

- We require you to attend for work in a fit and appropriate state with no impairment from the effects of alcohol. Being unfit for work due to alcohol consumption is prohibited and is grounds for summary termination of employment.
- Alcohol consumption during working hours is strictly prohibited and will result in summary termination of employment.
- We reserve the right to initiate disciplinary action and arrange for alcohol testing on you in the following specific circumstances:
 - After an accident or incident, where there is suspicion of drinking that contravenes our regulations.

-
- Anyone suspected of reporting for work with alcohol in their bloodstream from the previous evening's drinking.
 - Witness evidence of erratic behaviour which it is suspected may put the health and safety of anyone at increased risk.

DRUG MISUSE

'Drug misuse' refers to the use of illegal drugs and the misuse, whether deliberate or unintentional, of prescribed drugs and substances such as solvents.

Drug misuse can harm the user both physically and mentally and, through the user's actions, other people and the environment.

Drugs can affect the brain and the body in a number of ways. They can alter the way a person thinks, perceives and feels, and this can lead to either impaired judgement or concentration. Drug misuse can also bring about the neglect of general health and well being. This may adversely influence performance at work, even when the misuse takes place outside the workplace.

The current edition of the Misuse of Drugs Act makes the production, supply and possession of the following controlled drugs unlawful except in certain specified circumstances, e.g. prescribed by a doctor.

There are certain classes of controlled drugs namely Class A, Class B, Class C.

The penalties for offences involving controlled drugs depend on the classification of the drug. Penalties for misuse of Class A drugs are more severe than those for Class B drugs, which, in turn, are more severe than the penalties for Class C drugs. The Act also distinguishes, in terms of the penalties that may be imposed, between the offences of possession and drug trafficking or supplying, with the latter attracting higher penalties.

RULES AND REGULATIONS

We require you to attend for work in a fit and appropriate state with no impairment from the effects of drug misuse. Being unfit for work due to drug misuse is prohibited and grounds for summary termination of employment.

Drug misuse during working hours is strictly prohibited and will result in summary termination of employment.

We reserve the right to initiate disciplinary action and refer you for drug testing in the following specific circumstances:-

- if help is refused and/or impaired performance continues;
- after an accident/incident, where there is suspicion of drug misuse;
- witness evidence of erratic behaviour which it is suspected may put the health and safety of any employee at increased risk.

N.B: Possession / dealing in drugs will be reported immediately to the Police.

TRAINING

We recognise that as well as being a legal requirement, the provision of suitable and sufficient training and instruction is an essential part of ensuring that you know how to work safely and avoid risks to your health. The purpose of this procedure is to outline the arrangements we operate to ensure that you are provided with such training.

Our arrangements for the selection and recruitment of employees are described in our Employment Procedures Manual.

All new starters will receive Induction on their first day. This will cover, but will not be limited to, the following:-

- fire and emergency procedures;
- first aid arrangements;
- welfare arrangements;
- arrangements for consulting employees on health and safety;
- arrangements for raising health and safety concerns;
- accident and incident reporting;
- our Health and Safety Rules.

Following Induction, you will receive instruction about the tasks that you will be required to perform. At this stage a skills evaluation will be carried out and, where appropriate, training needs identified. Where training needs are identified a training programme will be agreed.

Line Managers are responsible for ensuring that all persons under their control are suitably trained. Any training needs should be brought to their attention so that suitable training can be arranged.

We are responsible for ensuring that suitable training records are kept.

WORK EQUIPMENT

For the purpose of this procedure work equipment includes all machines, equipment and tools used by employees in the course of their work, whether owned by us or obtained on loan or hire.

We accept our duties under the current edition of the Provision and Use of Work Equipment Regulations (PUWER) and will take all reasonably practicable steps to ensure that the work equipment that you use is suitable for its intended purpose and will not put your health and safety at risk.

We will select work equipment taking into account the conditions under which it will be used and the risks to which it may expose the operator of the equipment and anyone that may be affected by the way in which it is used. The selection of work equipment will take account of the following:-

- the purpose for which it is to be used;
- its suitability for the intended purpose;
- any statutory requirements for the type of equipment;
- the location where it is to be used;
- the persons that will be required to operate it;
- maintenance requirements;
- hazards associated with its use and maintenance.

Where specific hazards are identified, use of equipment will be restricted to those employees given the task of using it. You will be provided with any information, instruction and training that you need to use work equipment safely.

We are responsible for ensuring that work equipment is inspected at suitable intervals and maintained and that suitable records are kept. This includes ensuring that any statutory examinations are completed on time. Where the need for maintenance is identified, the work will be subcontracted to an approved supplier.

We are responsible for ensuring that machines and equipment are operated only by persons who have been authorised to do so and who are sufficiently trained and competent in the use of the equipment. We are also responsible for withdrawing damaged equipment from use until it has been repaired or replaced.

If any equipment is obtained on hire, the person hiring it is responsible for obtaining operating instructions from the hire company and for ensuring that the equipment is presented for maintenance as directed by the hire company.

You are responsible for using machines and equipment in accordance with your training.

Any machine fitted with a guard to prevent contact with moving parts must not be operated with the guard removed or disabled. Machines must not be adjusted when they are running, unless the manufacturer has made specific provision for such adjustment.

You must not use damaged equipment. If you find damaged equipment do not use it and inform us immediately.

Specific requirements regarding the use of portable electrical appliances can be found in the arrangements for "Electrical Safety".

WORKING AT HEIGHT

All reasonable steps shall be taken by us to provide a safe working environment for employees required to carry out their trade or professional skills at height.

We shall provide the necessary preventive and protective measures to prevent falls of persons or materials from the workplace and will liaise with any other persons involved in the work activity.

You and any other person involved in the work activity shall co-operate in the implementation of this Policy.

We will, in consultation with employees and their representatives:-

- carry out an assessment of the risks involved in work at height and take steps to eliminate or control them;
- provide all the necessary equipment to allow safe access to and egress from the place of work;
- provide suitable plant to enable the materials used in the course of the work to be safely lifted to, and stored if necessary at, the workplace;
- when working in an open environment, assess the effect of weather conditions on the type of work being undertaken and, if necessary, halt work temporarily (once the work, plant and equipment have been left in a safe condition) until such time as it is safe to continue;
- when working at dusk, night or dawn, provide sufficient local lighting, so that work can be carried out safely and access and egress are easily visible;
- arrange for the regular inspection of all equipment required for working at height, particularly where there is a statutory requirement to do so;
- appoint a competent person to be responsible for the supervision of the erection, altering and dismantling of scaffolding and for the inspection of equipment used in work at height.

We will prepare a safety method statement, incorporating the results of any risk assessments made for work at height to be followed by all involved in such work.

Where it is not possible to follow the safety method statement:-

- no further work should be undertaken;
- a responsible person should be informed;
- alternative procedures will be outlined and workers will be advised of these following appropriate consultation.

We shall provide any information, instruction and training that an employee may require to carry out his or her trade or skill in a safe manner when working at height.

We shall ensure that those responsible for ancillary plant and equipment used for the work are suitably and adequately trained and capable of providing the correct information on its use.

SECTION D:

FURTHER GUIDANCE

GUIDANCE NOTES

The current edition of the Health and Safety at Work Act requires us to provide systems of work that are, so far as is reasonably practicable, safe and without risks to health. These systems must take account of:-

- our organisation for safety;
- the co-ordination of the work of those involved;
- training, instruction and supervision;
- layout of plant and appliances;
- methods to be used; and,
- general conditions of work.

This duty is expanded by the current edition of the Management of Health and Safety at Work Regulations, which require us to carry out risk assessments to identify hazards, evaluate risks and implement suitable control measures.

NorthgateArinso Employer Services, our health and safety consultants have provided us with access to Guidance Notes that will assist us in the preparation of safe systems of work. If you would like to consult the Guidance Notes, you should contact the Policy Holder.

Acknowledgement by NorthgateArinso Employer Services

Some of our Guidance Notes contain information reproduced with the kind permission of the Health and Safety Executive (HSE).

Warning from NorthgateArinso Employer Services

Some of our Guidance Notes contain references to BS/EN numbers. These numbers change when a standard to which they refer is updated or replaced. Therefore, if you will be relying on compliance with a BS/EN standard as a means of fulfilling your health and safety duties, we recommend that you check with BSI (www.bsi-global.com) that the BS/EN numbers quoted are still current.

SECTION E:

MONITORING

MONITORING PROCEDURES

We recognise the need for regular safety inspections and will ensure that these are undertaken and recorded.

The following will ensure that areas under their control are inspected at the frequency shown:

Name	Area/Activity	Frequency
Director	Funding	Annually
	Insurances	Annually
	Assessments	Annually
	Policies	Annually
Supervisors	All other areas and activities	Six monthly

MONITORING - YEAR PLANNER

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
January																															
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December																															

- Fire Extinguishers Serviced
- Fire Drills
- Fire Alarm Tests
- Emergency Lighting Tests
- Fire Alarm and Emergency Lighting Battery Tests
- Annual Review of Safety Policy
- Review Risk Assessments
- Portable appliance Testing

- Gas Appliances Servicing
- Statutory Examinations of Lifting Equipment
- Statutory Examinations of Air Receivers etc
- Racking Examinations
- Monitoring Inspections (as per H & S General Policy)
- Review of Training Needs and Records
- Employer's Liability Insurance
- First Aid Provision

MONITORING CHECKLIST

NAME:

TITLE: Director – Annually

DATE:

		YES/NO
1.	Has the Health and Safety Policy been reviewed in the last 12 months?	
2.	Are all liabilities insured adequately?	
3.	Are sufficient funds available for health and safety purposes?	
4.	Has the enforcing authority visited in the last 12 months?	
5.	If yes to 4, have all requirements made by the enforcing authority been complied with?	
6.	Are there any proposed changes to the business that have implications for health and safety?	
7.	Have there been any changes in personnel that require health and safety responsibilities to be reassigned?	
8.	Are you satisfied with our performance with regard to health and safety?	
9.	Are all risk assessments current?	
10.	Has suitable and sufficient training been undertaken as per risk assessments?	
ASSESSMENTS		
1.	Are there any hazards that are not controlled?	
2.	Have risk assessments been completed for all work activities?	
3.	Is there an Inventory of substances used?	
4.	Is the Substance Inventory up-to-date?	
5.	Have Material Safety Data Sheets (MSDS) been obtained for all substances on your Inventory?	
6.	Have assessments been recorded for all substances?	
7.	Are the procedures for dealing with spillages written down?	
8.	Have all measures and actions decided upon as being necessary to prevent exposure to the risk been implemented?	
9.	Are employees wearing the protective equipment correctly?	
10.	Are there any changes, which need to be considered as part of the assessments?	

OBSERVATIONS	ACTIONS	REPORTED TO

SECTION F:

RULES COVERING HEALTH AND SAFETY AT WORK

EMPLOYEE RULES - GENERAL

1. WORKING PRACTICES

You must:-

- report to management immediately any fault or damage to equipment;
- use all substances, chemicals, liquids etc. in accordance with written instructions;
- dispose of all waste in the correct manner;
- return all articles etc. to their designated safe storage area when not in use.

You must not:-

- use equipment unless you have been trained and authorised to do so.

2. WORKING CONDITIONS/ENVIRONMENT

You must:-

- make proper use of any equipment or facilities provided to control working conditions and environment;
- keep all areas clear and in a clean and tidy condition;
- dispose of all refuse, scrap and waste materials using the facilities provided;
- clear up any spillage of liquids immediately.

3. PROTECTIVE CLOTHING AND EQUIPMENT

You must:-

- use all items of protective clothing and or equipment provided;
- store and maintain protective clothing and equipment in the approved manner.

You must not:-

- misuse or wilfully damage any item of protective clothing or equipment provided.

4. FIRE PROCEDURES

You must:-

- comply with the emergency procedures;
- report any use of fire fighting equipment.

You must not:-

- obstruct any fire escape route, fire fighting equipment or fire doors;
- interfere with or misuse any fire equipment provided.

5. VEHICLES

You must not:-

- drive or operate any vehicle for which they do not hold an appropriate driving licence or permit;
- carry unauthorised passengers;
- use our vehicles for unauthorised purposes;
- drive or operate vehicles whilst suffering from a medical condition or illness that may affect your driving or operating ability;
- drive or operate any vehicle whilst under the influence of alcohol, intoxicants or non-prescribed drugs;
- smoke in our vehicles.

6. ACCIDENTS/INCIDENTS

You must:-

- seek medical treatment for any injury you may receive, no matter how slight. Upon returning from treatment you must report the accident;
- report all incidents as soon as it is practicable;
- notify any incident in which damage is caused to property or equipment.

7. MACHINERY

You must not:-

- operate machinery for which you have not been trained;
- interfere with any aspects of the machine provided for your safety such as guards, emergency stop controls etc.;
- operate machinery whilst under the influence of alcohol or drugs (prescribed or otherwise);
- operate machinery that is faulty or not operating correctly;

You must:-

- wear any Personal Protective Equipment (PPE) that has been issued to you for use on the machine;
- inform Management immediately of any fault or damage to equipment;
- comply with any risk assessment or safe working procedure provided for the machine.

8. PERSONAL HEALTH

You must:-

- report any medical condition that could affect the safety of yourself or others;
- co-operate with us in the implementation of medical and occupational health provisions.

9. PERSONAL HYGIENE

Your general appearance and manner of dress must conform to our standards.

You must:-

- ensure personal hygiene by utilising the facilities provided;
- protect open wounds with the appropriate dressings;
- report any infections immediately.

10. FIRST AID DRESSING

Cover all cuts and sores with a waterproof plaster or dressing.

11. SMOKING

Smoking is not allowed on the premises.

12. SHOES

Wear suitable footwear that will protect your feet. These should be flat or low-heeled, slip resistant and provide adequate upper protection.

Safety footwear must be worn where appropriate.

13. LIFTING and CARRYING

Do not lift if too heavy. Remember - back straight, knees bent.

Never stand on boxes, chairs or equipment to reach. Use appropriate access equipment.

14. WORK AREAS

You must:-

- keep work areas and aisles clear of obstructions likely to cause trips and falls;
- return tools and equipment to the correct storage area.

15. RULES COVERING GROSS MISCONDUCT

You will be liable to summary dismissal if you are found to have acted in any of the following ways:-

- a gross breach of the preceding safety rules;
- unauthorised removal of any item of first aid equipment;
- wilful damage to, misuse of, or interference with, any item provided in the interests of health and safety or welfare at work;
- unauthorised removal or defacing of any label, sign or warning device;
- misuse of chemicals, flammable or hazardous substances or toxic materials;
- smoking in any designated 'No Smoking' area;
- horseplay that could cause accidents;
- false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence;
- non-compliance with any controls provided in the pursuit of safety;
- failure to comply with risk assessment requirements.

SECTION G:

EMPLOYEE RECOGNITION

SECTION H:

FORMS

ACCIDENT/INCIDENT REPORT

1. Address

.....

.....

.....

2. Contact

3. Injured person's Surname Forenames

4. Injured person's Address

.....

.....

5. Nat Ins No. Age Clock No

6. Normal Occupation

7. Occupation at time of accident

8. Exact location of accident

9. Date and time of accident

10. Date and time of ceasing work

11. State precise nature of injury

.....

.....

(If eye or limb state left or right)

26. Give name of machine

27. Was it working at the time of the accident?

28. Names and addresses of witnesses to the accident. Obtain witnesses wherever possible. Attach statement from each witness.

a.
.....
.....

b.
.....
.....

c.
.....
.....

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

This form was completed by:

Name Signed Date

RETURN COMPLETED FORM BY THE QUICKEST MEANS POSSIBLE TO THE DIRECTOR / SUPERVISORS.

NEAR MISS REPORT FORM

DETAILS OF INCIDENT

Date: _____ Time: _____

Location: _____

Equipment/Materials/Vehicles involved in incident:

Description of incident: *(Give full details of what happened including the nature and extent of any damage which may have occurred. If the incident involved a fall from height, state the distance - use reverse of form for sketch if required)*

Comments: *(Please suggest actions to prevent a recurrence where possible)*

Reported by - Name: _____

Signature: _____

Date Reported: _____

TESTING AND INSPECTION OF PORTABLE ELECTRICAL APPLIANCES

DESCRIPTION OF APPLIANCE: _____

DEPARTMENT: _____ IDENTIFICATION NO. _____

THE TESTING OF THE APPLIANCE MUST BE CARRIED OUT BY A COMPETENT PERSON TO PREVENT DANGER AND INJURY, E.G. QUALIFIED ELECTRICIAN.

TEST DATE	TESTED BY	RESULT OF TEST – PASS OR FAIL & REMOVED FROM USE	DATE RETURNED TO USE

A LIMITED INSPECTION OF THE APPLIANCE FOR SIGNS OF DAMAGE OR DETERIORATION TO CASING, PLUG, OR CONNECTING LEAD MAY BE CARRIED OUT BY A PERSON WHO HAS BEEN INSTRUCTED IN THESE REQUIREMENTS, AND OF THE POTENTIAL DANGERS AND SAFETY PROCEDURES.

INSPECTION DATE	INSPECTED BY	RESULT OF INSPECTION PASS OR FAIL & REMOVED FROM USE	DATE RETURNED TO USE

WEEKLY CHECKLIST FOR CARS AND VANS

Date:	Driver:
Make:	Model:
Reg. No.:	Odometer reading:

	Record any defects, faults or damage or state satisfactory
Fuel/Oil Leaks	
Brakes	
Tyres	
Wheels	
Steering	
Lights	
Indicators	
Wipers	
Washers	
Horn	
Mirrors	
Bodywork	

Oil Level	
Coolant Level	
Screen Wash Level	
Tyre Pressures	
First aid kit	
Hi Vis vest	
Hazard warning triangle	

If No Defects Found (please tick)	Driver's Signature:
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Action To Be Taken:
Manager's Signature:

WORK EQUIPMENT INSPECTION RECORD

Equipment type:.....

Equipment name:

Equipment identification no:Info:.....

Location:

Inspection date:/...../..... Job No:.....

Inspected by:..... Signed:

Position/title:

Inspection details: Visual / fundamental check Dismantle / testing

Defects found :.....

.....

.....

Reported to:Date:/...../.....

Action taken:

.....

.....

Next recommended inspection date:/...../.....

Other information:

.....

.....

.....

