



# Health & Safety Policy Document

## December 2023

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## 1 POLICY STATEMENT

### Health & Safety at Work Act 1974

**The Director of Enviroserve affirms that it is the policy of the Company to do all that is reasonably practicable to ensure the Health, Safety and Welfare of all employees, contractors and visitors to the Company premises.**

In particular, the Company recognises a responsibility:

- To provide and maintain safe and healthy systems of work, plant and working conditions and to observe statutory requirements;
- To provide information, training, supervision and instruction to enable employees to perform their work safely and efficiently;
- To make available all necessary safety and protective equipment and devices and to supervise their use;
- To maintain a continuing interest in Health and Safety matters. To this end, management will set and maintain a high standard of behaviour in all locations.

The promoting of Health and Safety is regarded as a mutual objective for management and employees at all levels and, therefore, employees have a duty to co-operate in the following ways:

- By using protective equipment and devices provided;
- By meeting their own statutory obligation to work safely in the interests of themselves and others (failure to do so will lead to disciplinary action);
- By reporting accidents in the prescribed manner;
- By reporting incidents that do or might lead to injury or damage;
- By assisting in the investigation of accidents to introduce measures in preventing a recurrence;
- No person shall interfere with or misuse anything provided in the interest of Health Safety and Welfare.

Signed:

A handwritten signature in black ink, appearing to be "A. P. Jones", is written over a horizontal line.

**Enviroserve**

Date: December 2023

## **2 Organisation**

### **2.1 Specific Responsibilities**

Enviroserve has produced an organisation within the Company, which will be used to produce an effective management structure with regards to the Health, Safety and Welfare of all employees and contractors; this in turn will produce speedy recognition, avoidance and resolution to all Health & Safety problems.

It is the Company policy to comply with the spirit as well as the letter of the Health & Safety at Work Act 1974 and all subordinate legislation derived from the Act.

Prime responsibility for Health & Safety rests with the Managing Director, but this in no way dissolves the responsibility for employees or contractors their duties under the Act.

The Company places the Health, Safety & Welfare of its employees, contractors and visitors first and foremost in all of its activities.

#### **2.1.1 Director Responsible for Health & Safety**

The Managing Director's executive responsibility for Company Health, Safety and Welfare responsibilities include, but are not limited to:

- Knowledge of and compliance with the Company's Policy for Health & Safety and appropriate delegation of responsibilities to subordinate staff.
- Reviewing Health & Safety Policies, annually or as necessary and specifying overall Health & Safety objectives.
- Implementing the Health & Safety management system and ensuring the application of the Health & Safety Policies and subsequent monitoring.
- Ensuring that necessary resources, both in terms of manpower and finance are available for implementing the Policies.
- Ensuring that Health & Safety courses are included in staff training programs.
- Ensuring that periodic audits, changes of legislation, and recommendations are carried out.
- Undertaking employee consultation and negotiations as necessary on all Health & Safety matters.
- Monitor Health & Safety performance and report to staff, managers, directors and to the Health & Safety Executive (HSE) or Local Authority where required. Ensuring also that statistical records of all accidents to employees involving any absence from work are recorded.
- When appropriate, initiating disciplinary action against management and staff at all levels who have failed to comply with their duties under the Safety Policy or statutory requirements.
- Consult or procure the services of competent persons or specialist Health & Safety professionals on matters relating to environmental or occupational Health.
- Setting a personal example and acknowledging suggestions for improvement in Safety organisation where and when appropriate.

- The day to day running of the Health, Safety and Welfare of the Head Office and its Personnel.

### 2.1.2 Operations Director

The Operations Director will be responsible to the Managing Director and have the responsibility for the day to day running of Health & Safety issues and for liaising with the group Health and Safety Representative for the implementation of Health & Safety Policy issues within Enviroserve.

This Includes, but is not limited to:

- Ensuring the application of the Health & Safety Policies and the subsequent monitoring of arrangements for its implementation throughout their designated areas of responsibility.
- Ensuring that the necessary resources, both in terms of manpower and finance are available for implementing the policies.
- Ensure all staff, are adequately informed, educated and trained in Health & Safety matters.
- Monitor Health & Safety performance and report to staff, managers, directors and to the Health & Safety Executive (HSE) where required. Ensuring also that statistical records of all accidents to employees involving any absence from work are recorded.
- Ensuring that specifications for all equipment comply with basic Health & Safety requirements.
- Liaise with the Local Authority Environmental Health Officer, HSE Inspectors and Fire Service Officers.
- Consult or procure the services of competent persons or specialist Health & Safety professionals on matters relating to environmental health.
- Assist Account Managers in assessing and eliminating potential hazards.
- Carry out accident/incident investigation where necessary.
- Inform the Managing Director and Account Managers when Health & Safety recommendations have not been followed.
- Ensure adequate First Aid facilities exist for all of our employees.
- To be fully conversant with the relevant Health & Safety legislation and guidance such as to be able to organise safe operation of computer equipment and in particular, ensure compliance with the Display Screen Equipment Regulations.
- Advising Account Managers and staff using display screen equipment of the requirements of the regulations and the means of compliance, for example, correct posture, layout and the need to take regular breaks.

### 2.1.3 Account Managers

Account Managers, after due training, will be responsible for all Health & Safety matters within their department, and all persons reporting or assigned to them including visitors and contractors irrespective of their, or their employees work location.

The Senior Operations Manager is available for advice to staff on their Health & Safety responsibilities, but this in no way absolves Account Manager from their primary responsibilities for Health & Safety.

The Account Manager has a responsibility to:

- Have an understanding of the application of the Health & Safety at Work Act and other legislation relevant to the company's operations.
- Ensure that all hazardous materials or substances are properly controlled in accordance with this manual.
- Provide written job instructions, warning notices and signs as necessary.
- Provide proper instruction on safety rules and practices, and ensure that all rules are obeyed.
- Ensure that Protective clothing and special safety equipment is readily available when conditions or operations demand.
- Include Health & Safety matters at all departmental meetings, and ensure that follow-up action is reported back to the Board and communicated to others, as appropriate.
- Investigate, report and record, with the assistance of the Operations Director, all accidents, dangerous occurrences, or near misses that occur in their area of responsibility, however slight. Ensure that all Safety violations are properly dealt with and recorded.
- Ensure that all Health & Safety information is promptly passed to employees and others in the appropriate manner.
- Make arrangements for Health & Safety training whether general or specific to the task of the individual, records must be kept of such training.

### 2.1.4 Site Services Supervisors & Administration Staff

Site Services Supervisors will be responsible for their own safety and for the safety of all personnel under their control, including sub-contractors and visitors. They will report directly to the Account Managers with any Health & Safety issues or concerns.

In particular they will:

- Have an understanding of the Company Health & Safety Policy, and the duties assigned to them under the Policy.
- Organise the sites so that work is carried out to the required standard with the minimum risk of either injury to persons or damage to equipment and materials.

- Monitoring site activities and ensuring that appropriate risk assessments are carried out and kept available on site.
- If articles or hazardous substances are obtained from a supplier which presents an imminent risk to Health & Safety, the Site Services Manager will organise an immediate withdrawal of the product to minimise risks to employees and visitors. The Company will inform the Site Managers of the risks associated with an article or substance and the guidelines to be followed to achieve the above objective.
- Ensure that all contractors working on site have received Health & Safety induction training.
- Ensure that the correct plant, tools, equipment and materials are available for the work and that they are maintained in a safe condition and fit for the purpose intended.
- Ensure that the correct personal protective equipment is used by all on site when conditions dictate and that it is maintained in good condition.
- Ensure that statutory inspections are carried out at the correct frequencies.
- Ensure that a competent person is appointed in charge of a site in their absence.
- Ensure that adequate first aid and fire safety equipment are readily available on site.
- Ensure that the site is maintained in a clean and tidy condition, paying particular attention to means of access & egress and emergency escape routes.
- Providing written job instructions, warning notices and signs as necessary.
- Report all accidents, dangerous occurrences, or near misses that occur in their area of responsibility, however slight are to the Head Office Administration team and Line Manager as per the Companies ISO 9001:2000 procedures.
- Attend any Health & Safety training requested by the Company.
- Setting a personal example on sites by observing Safety precautions and practices.

### 2.1.5 Employee's Responsibilities

All employees have a legal duty under the Health & Safety at Work Act 1974 to:

- Take all reasonable care to ensure that their own Health & Safety and that of others, is not adversely affected by anything that they do, or fail to do, at work.
- Take a mature and intelligent attitude towards Health & Safety.
- Do all in their power to minimise the possibility of any accident occurring.
- Not intentionally or recklessly misuse anything provided in the interests of Health, Safety and Welfare.
- Co-operate with their employer and others to enable them to comply with statutory duties and requirements.

Employees should report anything they consider being a serious danger or any shortcomings in the protection arrangements for Health & Safety to their supervisor.

Report all accidents, dangerous occurrences, or near misses that occur in their area of responsibility, however slight are to the Head Office Administration team and Line Manager as per the Companies ISO 9001:2000 procedures. Subsequent investigations may prevent future accidents or incidents occurring. The Company has a legal duty to report certain accidents or incidents to the HSE, even though they may not result in injury.



Employees must comply with Safety rules, instructions and any special measures that are introduced in the interests of Safety. These may include the correct use of protective equipment, clothing and machine guarding where required.

They are also required to:

- Comply with all Safety rules, and risk assessments particular to their area of work.
- Attend a Health & Safety induction.
- Report any work situation defects, or shortcomings in Health & Safety arrangements, which might endanger themselves or others, who might be affected by what they do.

### **2.1.6 Health & Safety Advisors**

The Group Health & Safety advisors report to The Managing Director.

They are responsible for:

- Advising on all matters relating to Health & Safety and Statutory compliance.
- Carrying out such on-the-job training as requested.
- Advising on such training and the implementation of systems as may be necessary to ensure that all places of work are made and kept safe.
- Advising management on their responsibilities for ensuring that employees comply with all statutory requirements in Health & Safety matters.
- Ensuring that management are aware of their responsibilities in achieving the above objectives.
- When requested carry out inspections or audits of the Company premises, making sure that all persons are complying with statutory requirements and the Company Safety Policy.
- Investigate any accident, ensuring that they are reported correctly when requested to do so.

## **3 Communication**

### **3.1 Health & Safety Management**

Communication between employees is seen as an essential part of Health & Safety management. The Company will endeavour to communicate to employees the Company commitment toward Health & Safety, and will ensure that employees are familiar with the contents of this Health & Safety Policy.

The Company will communicate with their employees orally, in writing, in this policy document and by example.

### **3.2 Co-operation and Care**

Co-operation from workers at all levels is essential in maintaining a safe and healthy working environment.

All employees are expected to co-operate with the Director responsible for Health & Safety and to accept their duties under this policy.

Disciplinary action may be taken against any employee who violates safety rules or who fails to perform their duties under this policy.

### **3.3 Training**

Safety training is regarded as an indispensable ingredient of an effective Health & Safety program. It is essential that every worker in the Company is trained to perform their job effectively and safely. It is the opinion of the Director that if a job is not done safely then it is not done effectively.

All staff will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment and work equipment appropriate to the task concerned.

Training sessions will be held as often as is deemed necessary and will provide an opportunity for staff to express any fears or concerns they might have about Health, Safety and Welfare.

#### **3.3.1 Induction Training**

All staff will receive induction training when they are first introduced to the Company, topics covered under the induction training will be as follows:

- The Company Health & Safety Policy and individual responsibilities of all concerned.
- Details of hazards specific to the task, e.g. manual handling, COSHH.
- Procedures to follow in the event of a fire; means of escape, assembly areas and the use of fire extinguishers.
- Current first aid arrangements.
- Procedures for reporting hazards and near misses.
- Correct use of personal protective equipment where provided.
- Sources of Health and Safety information.
- The role and function of the Company Health & Safety advisors.

#### **3.3.2 Specialist Training**

Specific training will be given to employees where the need is identified by the Operations Director.

A record will be kept of all persons attending induction training and personal records will show what training an employee has received.

## **4 Arrangements**

### **4.1 Workplace (Health, Safety & Welfare) Regulations 1992**

The Workplace (Health, Safety & Welfare) Regulations 1992 identifies specific standards for Health & Safety in the workplace. The Company will use these Regulations and the Approved Code of Practice as the standards to be maintained throughout the premises. In particular the Company will ensure that:

#### **4.1.1 Company Premises**

1. The workplace and equipment is maintained in good working order and repair, and that any defects are immediately reported to their Line Manager so that the defect can be rectified.
2. Adequate ventilation will be maintained throughout the working areas, this will normally be facilitated by the opening of windows and doors.
3. Suitable and sufficient lighting will be provided and maintained throughout places of work.
4. As far as is reasonably practicable floors and pedestrian routes will be kept in good condition, free of hazards that may cause slip, trips or falls.
5. Suitable and sufficient sanitary conveniences will be made readily available for all workers.
6. There is an adequate supply of fresh drinking water available for employees.
7. Facilities are made available for employees to change clothing when necessary and that there is the facility to store work clothing and PPE.
8. A rest area is available for employees to take breaks from work.

The above list is by no means exhaustive but provides a list of the minimum standards that the Company will maintain.

#### **4.1.2 Clients Property**

As for Section 4.1.1, however, the responsibility for the maintenance and upkeep of the workplace and equipment may not be possible by Enviroserve. If this is the case, all issues raised will be reported to the Client, whose responsibility it is to rectify the issue, and until the issues are corrected, Enviroserve will find alternative safe arrangements.

### **4.2 Management of Health & Safety at Work Regulations 1999**

Under the Management of Health & Safety at Work Regulations the Company is required to carry out suitable and sufficient risk assessments for all work activities. The assessment will involve finding out what hazards are associated with the activity and thereby evaluating the extent of the risks involved. Whenever a work activity alters, then a new risk assessment will be made.

A risk assessment must:

- Identify the hazards;
- Evaluate the risks arising from such hazards;
- Record the significant findings;
- Identify any specific group of employees or individuals who are especially at risk, e.g. temporary workers, new or expectant mothers, young persons (under 18yrs);
- Identify others who may be at risk, e.g. visitors or members of the public;
- Evaluate current control procedures, including the provision of information, instruction and training;
- Assess the probability of an accident or incident occurring as a result of uncontrolled risk;
- Record any circumstances arising from the assessment where there is a potential for serious or imminent danger;
- Specify information requirements for employees, including precautionary measures and emergency arrangements;
- Provide an action plan giving information on the implementation of additional controls, in order of priority, and with an appropriate time scale for such implementation.

All persons required to carry out work activities will be given information from the assessments applicable to the task, to keep them aware of any safety issues and the controls needed in order to reduce any identified risk.

In all cases a full and thorough assessment of risks shall be undertaken, particular relevance will be placed upon:

- Safe passage, access and egress
- Local environment
- Tools & Equipment
- Manual Handling
- Noise
- Vibration
- Substances hazardous to health

#### Director's Responsibilities

- The Director will provide training and a suitable format on which to identify hazards and undertake an assessment of risk
- The Director will keep records of assessments undertaken and take all reasonable precautions to eliminate or control any risks identified

- The Director acknowledges his responsibilities under the Personal Protective Equipment regulations 1992 and will provide good quality and suitable PPE free of charge to its employees

Operatives' Responsibilities

- Prior to commencing work the operatives shall familiarise themselves with the outcome of the risk assessments and adhere to the safe working practices, including the wearing of PPE

#### 4.2.1 Health Surveillance

The Company will also ensure that where a risk has been identified that could affect the health of an employee; medical health surveillance will be provided. Surveillance will normally be carried out by the employee who will identify any changes in their own health and report to the Operations Director any concerns. Where necessary this may require the referral and guidance of an occupational nurse or qualified medical practitioner.

Director's Responsibilities

- Promote a positive attitude towards the health of employees.
- Health records must be monitored at regular intervals that may identify any recurring trends.
- The Director and Supervisor must be aware of health issues that may be present.

Senior Operations Manager/Account Managers/Supervisors Responsibilities

- Assist employees in reducing health related risks
- Site activities must be monitored and any changes in employee's health must be recorded.

Operatives' Responsibilities

- Personal protective equipment must be worn where provided.
- Operatives must monitor their own health and report any changes that may be caused by working practices.

#### 4.2.2 Co-operation and Co-ordination

The Company will co-operate with others that occupy any building or part of a building where the Company is carrying out work, this will include the passing of relevant information between occupants regarding the Health, Safety & Welfare of persons entering the premises.

Co-ordination between the occupants is essential in maintaining Health & Safety. Where risks have been identified which could affect others then the hazard will be identified to others and appropriate controls put in place, all parties should be satisfied that the arrangements are adequate.

#### **4.2.3 Employers Liability**

The Company will ensure against their liability for personal injury to their employees by virtue of the Employers Liability (Compulsory Insurance) Act 1969. The Company will maintain Insurance under one or more approved policies with an authorised insurer against liability for bodily injury or disease sustained by an employee, and arising out of and in the course of their employment. Under the above Act the Company will display the certificate of insurance for employee information.

The Company will provide the minimum level of employers' liability under the Employers' Liability (Compulsory Insurance) Regulations 2008, which is set at £5,000,000.

#### **4.2.4 New and Expectant Mothers**

The company will do all that is reasonably practicable to assess and reduce the risk to protect new and expectant mothers, however it may be in you're the employee s best interest to inform the Company of your pregnancy as soon as possible to ensure that the safety of you and your future child can be more suitably assessed.

This will include the following:

- Lifting/carrying of heavy loads
- Standing or sitting for long periods of time
- Exposure to infectious diseases
- Exposure to lead
- Work-related stress
- Workstations and posture
- Exposure to radioactive material
- Other peoples smoke in the workplace
- Threat of violence in the workplace
- Long working hours
- Excessively noisy workplaces

Please see at the HSE Guidance notes for new and expectant mothers.

These notes will take the employer and employee through the required assessments and actions to ensure that the mother and infant are not subjected to any harmful conditions.

#### **4.3 Working at Height**

Legislation: The Working at Height Regulations 2005

These Regulations place a specific duty on persons in control of working at height to carry out a detailed risk assessment of the works. The Company's will therefore:

- Avoid working at height wherever possible
- When it cannot be avoided plan and organise the works
- Provide suitable working platforms for working at height
- Only work of ladders for short duration and light works and as a last resort.

Risk assessments will be carried out for all operations involving working at height and safe systems of work implemented to avoid placing any person at risk from working at height.

Consideration will be given to all working at height and wherever reasonably practicable work at height will be avoided. Risk assessments will be carried out for all activities to enable a safe system of work to be adopted.

The following policies will be adopted when working at height cannot be avoided:

Use of scaffold towers:

Scaffold towers should only be erected by trained individuals, who are in possession of the manufacturer's instructions. Towers should be thoroughly checked before being erected, the floor area should be clear of debris and outriggers used at all times.

Ladders

Ladders will only be permitted for work where there is no alternative means, and then will only be permitted for short duration works, where the operative can maintain a three point contact with the ladder. In all cases an alternative method will be considered and wherever possible working platforms will be used.

Makeshift Platforms:

Under no circumstances should makeshift platforms be used.

Director's Responsibilities

- Ensure that all working at height is assessed and the most appropriate method is adopted to reduce the risk of falls
- Ensure that arrangements are made for the provision of suitable working platforms at the tender stage of any contract
- Select suitably qualified and experienced contractors for the supply and erection of such working platforms
- Provide sufficient training to all Employees who are expected to carry out statutory inspections of working platforms

Senior Operations Manager/Account Managers/Supervisors Responsibilities

- Are to carry out statutory inspections of all working platforms at the following frequencies:
  - Every seven days
  - After any alteration, adaptation or modification
  - After adverse weather may have affected the stability of the structure



- Ensure that safe access and egress is maintained to all working platforms
- Ensure that ladders are removed or made inaccessible at the end of each working day

#### Operatives Responsibilities

- To remain vigilant whilst on any working platform
- Report any defects of the working platforms to their Supervisor
- Use correct means of access and egress to the platform
- Never to carry out any modifications or alterations to scaffold structures
- Keep working platforms clean and tidy and maintain free passage

### **4.4 Work Equipment**

Legislation: Provision and Use of Work Equipment Regulations 1998 (PUWER)

All work equipment falls within the scope of the Provision and Use of Work Equipment Regulations 1998 (PUWER).

The Company will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All work equipment will be installed, located and used in such a way as to reduce risks to the user and others around the equipment, the ergonomic risks will be considered when selecting the equipment.

All workers will be provided with adequate information and training to enable them to use the work equipment safely.

All work equipment will be maintained in good working order and repair, maintenance programs will be implemented and suitable records kept. Safety inspections will be carried out on equipment where deterioration may affect the safety of the equipment.

Appropriate training will be provided to those expected to work with or maintain the equipment, records of training will be kept by the Company. Safety inspections will be carried out by a competent person who has the necessary knowledge and experience to identify key components, fault find and complete reports and records.

All controls for work equipment will be clearly visible and identifiable, equipment will be provided with one or more stop controls and where appropriate emergency stop controls.

All work equipment will be clearly marked with Health & Safety warning signs where appropriate.

### **4.5 Company Vehicles**

#### **4.5.1 DRIVING LICENCE AND AUTHORITY TO DRIVE POOL VEHICLES**

- 1) You must be in possession of a current driving licence and have the Director's authority to drive one of our vehicles.
- 2) Your driving licence must be produced for scrutiny by the Director prior to driving any of our vehicles.



- 3) If at any time your licence is endorsed, or you are disqualified from driving, we must be informed immediately.
- 4) It is your responsibility to see that it is not used by anyone other than authorised employees.

#### **4.5.2 FIXTURES, FITTINGS AND MODIFICATIONS**

- 1) No fixtures such as aerials, roof racks, towing apparatus, stickers, may be attached to any of our vehicles without prior written permission.
- 2) No change or alterations may be made to the manufacturer's mechanical or structural specification of the vehicle.

#### **4.5.3 WARRANTY**

All warranty work must be reported to us prior to it being carried out.

#### **4.5.4 CLEANING AND MAINTENANCE**

- 1) When you drive one of our vehicles it is your responsibility for ensuring that it is kept clean and tidy and that it is returned to us in that condition after use.
- 2) Any maintenance or repair work, or replacement of parts, including tyres, must be approved in advance by us, and reimbursement will only be made against production of an authorisation. Full details of the work required and the cost involved must be given.

#### **4.5.5 FUEL ETC.**

- 1) Before you use one of our vehicles, and on its return, you are responsible for ensuring that the oil and water levels, battery and brake fluid and tyre pressures are maintained and that the tread of all tyres conforms to the minimum legal requirements.
- 2) Unless contrary arrangements exist in writing between us, we will only reimburse you for fuel and oil used on our business. Claims must be submitted on a weekly report sheet, signed by yourself and accompanied by receipted bills where the vehicle cannot be filled up on our fuel account. All bills should be listed, and a deduction shown for that part of the fuel attributable to private mileage.

#### **4.5.6 FINES**

We cannot under any circumstances accept responsibility for parking or other fines incurred by you.

#### **4.5.7 DAMAGE OR INJURY**

- 1) If you are the driver of any of our vehicles and it is involved in an accident which causes damage to property or another vehicle, or injury to any person or animal, you are required to give your name and address, the name and address of the owner, the registration number of the vehicle and the name of the insurance company to any person having reasonable grounds for requiring such information it is important that you give no further information. If for some reason it is not possible to give this information at the time of the accident, the matter must be reported to the police as soon as possible, but within twenty four hours of the occurrence.
- 2) In addition in the case of an incident involving injury to another person or to notifiable animals, you are responsible for notifying the police of the occurrence, and must produce your insurance certificate to a police officer attending the accident, or any other person having reasonable grounds for seeing it. The accident must be reported to a police station or to a police officer within twenty four hours. If you are not then able to produce the certificate, you must, in any event, produce it in person within five days after the accident, to such police station as you may specify at the time of first reporting the accident.
- 3) For security reasons, insurance certificates are kept by us. However, a copy of the certificate of insurance is provided with each vehicle and this will be renewed annually. You should make sure that it is with the vehicle at all times. Replacement copies can be obtained from us if necessary.

#### **4.5.8 LOSS**

- 1) In the case of theft of one of our vehicles, the police and ourselves must be informed immediately. Full details of the contents of the vehicle must also be given. If any contents are stolen from the vehicle the police and ourselves should be notified immediately.
- 2) Please note that only our property is insured by us and you should make your own arrangements to cover personal effects.
- 3) The vehicle should be kept locked when not in use and the contents should be stored out of sight, preferably in the boot if it is a car. If a vehicle is stolen we are required to prove to the insurance company that there has been no negligence and, therefore, we must hold you responsible in the event of such negligence.

#### **4.5.9 ACCIDENT PROCEDURE**

- 1) It is a condition of the insurance policy that the insurers are notified of all accidents, even if apparently of no consequence. You must, therefore, as soon as possible after the accident, obtain an accident report form from us which must be completed and returned to us within twenty four hours. All the information required on the form must be

completed. You should note, that whenever possible the following particulars should appear in the form:-

- The name and address of the other driver and the name and address of his/her insurers
  - The names and addresses of all passengers in both our vehicle and the third party's vehicle
  - Names and addresses of all witnesses. It will be of considerable assistance if statements can be obtained from all witnesses at the time of the accident
  - Particulars of the police attending i.e. name, number and division.
- 2) A detailed sketch must be provided showing the relative position of the vehicle before and after the accident, together with details of the roads in the vicinity, e.g. whether they are major or minor roads and as many relevant measurements as possible.
  - 3) If our vehicle is undriveable you are responsible for making adequate arrangements for the vehicle to be towed to a garage, and the name and address of the garage where the vehicle may be inspected must be stated on the claim form.
  - 4) An estimate of the repairs required to be carried out, showing details and cost of both labour and materials, must be obtained and sent to us as soon as possible.
  - 5) Under no circumstances may repairs be put in hand until the insurance company has given its agreement. We will notify you when this has been done.
  - 6) You should not under any circumstances express any opinion one way or the other on the degree of responsibility for the accident. Only exchange particulars mentioned in 1) above and nothing more.

#### **4.5.10 ROAD FUND LICENCE**

The road fund licence for each vehicle will be renewed automatically when due, but in the event that you do not receive the new licence by the expiry date, we should be notified immediately.

#### **4.5.11 PERMITTED USE**

Subject to the restrictions already stipulated, our vehicles may only be used for our authorised business unless previous arrangements for private domestic or social use have been agreed with us in advance. They may not be used for the carriage of passengers for hire or reward, nor may they be used for any type of motoring sport,

including racing, rallying or pace making, whether on the public highway or on private land.

#### **4.5.12 PERSONAL LIABILITY FOR DAMAGE TO VEHICLES**

- 1) Where any damage to one of our vehicles is due to your negligence or lack of care, we reserve the right to insist on your rectifying the damage at your own expense or paying the excess part of any claim on the insurers.
- 2) Repeated instances may result in disciplinary action being taken.

#### **4.5.13 SAFETY STANDARDS FOR POOL VEHICLES**

- 1) Due to improvements in safety standards of drivers of company vehicles, a new drivers log sheet will now be completed at Head Office as well as by the individual. Failure to supply the information requested could result in prosecution for the individual within the law courts, if an offence is committed in a company vehicle. This could also lead to disciplinary action being taken.
- 2) The Office Vehicle Log will be held by the PA to the Office Manager or in her absence, assigned to another individual, who will pursue any individual that does not complete the Office Vehicle Log by 9.30 am. and 4.30 pm. each day.
- 3) All individuals will be required to phone the Office and log their destination, time of call and vehicle registration when starting work. This phone call can be recorded on the company answerphone or if late start, directly with the Office.
- 4) A revised mileage sheet, which will include registration number, will be required to be completed on a daily basis and then sent to the Office with payroll information for filing. If more than one driver is in the vehicle both drivers must be listed on paperwork.

#### **Director's Responsibilities**

- Ensure that plant and equipment procured for the purpose of undertaking works are sourced from a reputable company who can provide proof that high standards of regular maintenance have been undertaken, specifically with regard to electrical testing. Details will be held in the safety file.
- Maintain all employees' qualifications and training records ensuring all employees are competent to carry out the works

Senior Operations Manager/Account Managers/Supervisors Responsibilities

- Ensure that any defects or incidents are recorded and subsequent actions taken are regularly reviewed
- Undertake pre-delivery checks to ensure plant and equipment is fit for purpose and suitable for the work required
- Ensure that any vibrating equipment is fitted with anti-vibration mountings or suppression devices
- Check staff details to ensure that they are qualified and fit to operate the equipment. All staff using plant or equipment must be suitably trained in its use and comply with safety instructions

Operatives Responsibilities

- Staff will be responsible for the condition of the plant and equipment when in use
- All operatives using plant or equipment must be suitably trained in its use and comply with the safety instructions
- Staff must check that the equipment used is in good condition, “fit for purpose” and ergonomically sound and used only for its designed purpose and within its designed limits
- Electrical tools must not be used unless proof of inspection/testing is evident
- Employees are to carry out ongoing risk assessments to ensure that conditions have not changed in any way that would affect the safe use of the equipment.
- Hand tools are to be checked for condition and are not to be used if damaged
- At all times members of the public and third parties are to be considered and the use and control of plant and equipment must ensure staff safety and all of those around you
- The correct PPE must be worn at all times when operating plant and equipment
- Should an accident or incident occur, no matter how trivial, due to the usage of the equipment, it must be reported to the Supervisor who will carry out the necessary procedures

RECORDS & RESPONSIBILITIES	
TYPE OF RECORD	RESPONSIBILITY OF:
Equipment register	Ops Director
Maintenance Contracts	Ops Director
Operator Training	Ops Director
Safety Checks	Ops Director

#### 4.6 Personal Protective Equipment

Legislation: The Personal Protective Equipment at Work Regulations 1992

All workers who may be exposed to a risk to their Health & Safety while at work will be provided with suitable, properly fitting and effective personal protective equipment, if the risk cannot be eliminated or reduced by any other means. The Company will carry out an assessment before the use of any PPE to ensure that it is suitable, that it is used as a 'last resort' and that the risk cannot be eliminated by other means which are practical. Wherever the task or place of work changes, a reassessment shall take place, records will be kept of the assessments and use of PPE.

The Company will provide PPE which is adequate for the task and compatible to other PPE that may be worn, all PPE provided by the Company will be properly assessed prior to its issue.

All workers provided with PPE will receive comprehensive training and information on the use, maintenance and purpose of the equipment. All PPE provided by the Company will be maintained in good order; the recipient of the equipment will be expected to maintain the equipment in good condition by treating it with care. Employees are reminded that:

***“PPE MAY SAVE YOUR LIFE SO RESPECT IT”***

##### Director’s Responsibilities

- Ensure that the correct PPE is available for the task in hand
- When necessary any PPE that is no longer fit for service will be replaced

##### Senior Operations Manager/Account Managers/Supervisors Responsibilities

- Log all PPE issued to staff in the PPE register
- Ensure that PPE is correctly worn by the operatives

##### Operatives Responsibilities

- Wear appropriate PPE for the task in hand
- Take care of PPE and report any defects to their Supervisor

RECORDS & RESPONSIBILITIES	
TYPE OF RECORD	RESPONSIBILITY OF:
PPE Risk Assessments	Ops Director
Issue & Register	Ops Director

## 4.7 Manual Handling Operations

Legislation: Manual Handling Regulations 1992

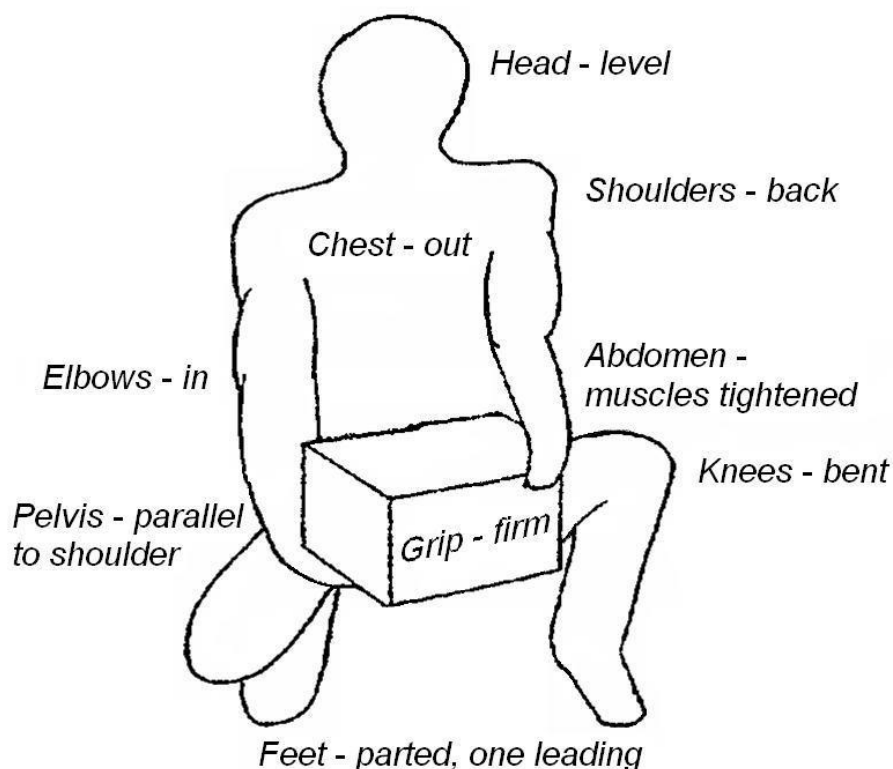
All loading and unloading involves lifting and handling to some extent. Although mechanical equipment will be used whenever practicable, much of the work will inevitably be carried out manually. The risk of injury can be greatly reduced by a knowledge and application of correct lifting and handling techniques.

The Company will comply with these Regulations by carrying out the following:

- Manual Handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.
- Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the individual concerned.
- All possible steps will be taken to reduce the risk of injury to the lowest level possible.
- An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

Where the nature of the load or environment dictates, PPE will be issued, and will be expected to be used by the employees.

The following guidance may be useful to those expected to carry out manual handling tasks:



RECORDS & RESPONSIBILITIES	
TYPE OF RECORD	RESPONSIBILITY OF:



Risk Assessments	Ops Director
Training	Ops Director

#### 4.8 Display Screen Equipment

*Legislation: Health & Safety (Display Screen Equipment) Regulations 1992*

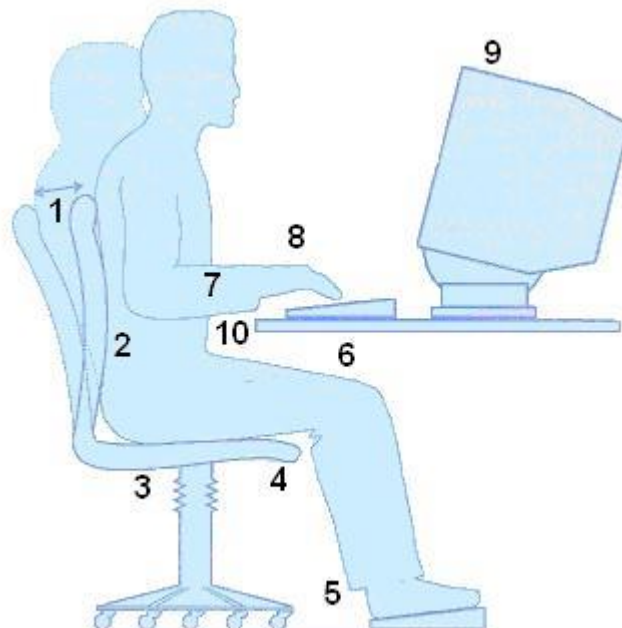
The Company will conduct Health & Safety risk assessments of all workstations staffed by employees who use VDU screens as part of their usual work.

The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.

Screen users will be allowed periodic breaks in their work.

Eyesight tests will be provided for users on request. Where necessary, VDU screen users will be provided with the basic corrective equipment necessary, such as glasses or contact lenses.

All VDU screen users will be given appropriate and adequate training on the Health & Safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.



1. Seat back adjustability
2. Good lumbar support
3. Seat height adjustability
4. No excess pressure on underside of thighs and backs of knees
5. Foot support if needed
6. Space for postural change, no obstacles under desk
7. Forearms approximately horizontal
8. Minimal extension, flexion or deviation of wrists



9. Screen height and angle should allow comfortable head position.
10. Space in front of keyboard to support hands/wrists during pauses in keying.

#### 4.9 Control of Substances Hazardous to Health

Legislation: Control of Substances Hazardous to Health Regulations 2002 (COSHH)

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers and supplier's Health & Safety guidance and our own knowledge of the work process.

The company will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases.

All staff who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the Health & Safety issues relating to that type of work.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

In addition to the above the Company will apply the following:

- Keep an inventory of all hazardous substances used, including those used in maintenance and cleaning;
- Identify a point of use for each substance;
- Whenever possible rationalise the use of substances – e.g. only use one form of floor cleaner;
- Obtain hazard data sheets from the manufacturers or suppliers of each substance;
- Develop and commence a training programme informing users and risks;
- Any personal protective equipment required during the use of the substance shall be provided and maintained by the Company. Employees are required to notify the Operations Manager if the PPE is no longer serviceable. Employees are expected to co-operate with the Company and comply with the Regulations;
- Keep records and documentation on each assessed substance;
- Keep all hazardous substances in safe places locked, and marked with safety signs where necessary;
- Any substance identified as requiring special needs other than described above will be stored as per relevant Regulations or manufacturers recommendations.



Explosive, Flammable, Oxidising, Corrosive, Acute toxicity



Hazardous to Environment, Health hazard, Serious Health Hazard, Gas under pressure

Director's Responsibilities

- To keep a central record of COSHH data sheets and ensure that operations involving substances hazardous to health are evaluated and that any exposure is either prevented or controlled.
- Undertake to advise, or where required, formally train staff in the safe use of substances and the emergency arrangements.

Senior Operations Manager/Account Managers/Supervisors Responsibilities

- To brief staff and provide a copy of COSHH assessments for materials prior to commencing work.
- To ensure appropriate control measures are in place or are available.

Operatives' Responsibilities

- Take part in any training programmes as requested by the Director or Supervisor.
- To read and understand COSHH assessments and any information supplied.
- Maintain and use PPE when issued.
- Report any hazard, defect, and/or incident to their Supervisor.

RECORDS & RESPONSIBILITIES	
TYPE OF RECORD	RESPONSIBILITY OF:
Training Records	Ops Director/Account Manager
COSHH Inventory	Ops Director/Account Manager
COSHH Assessments	Ops Director/Account Manager

**4.10 Electricity**

Legislation: Electricity at Work Regulations 1989.

Under the above Regulations there is a statutory requirement to maintain electrical equipment in a safe condition so that users are protected from such hazards as electric shock, burns or fire; these Regulations also extend to those carrying out maintenance work on electrical equipment or systems.

All electrical work carried out in the Company premises will be in accordance with the latest Regulations published by the Institute of Electrical Engineers for Electrical

Installations, and will only use an NICEIC (The National Inspection Council for Electrical Installation Contracting) approved contractor. The Company only permits persons classed as ‘competent’ under the Electricity at Work Regulations 1989, to work on electrical equipment.

Portable electrical equipment will be subject to an annual inspection and safety check.

Any equipment found to be faulty will be removed from service immediately and labelled accordingly. All records will be kept for the life of the equipment.

The Company expects all employees to carry out a visual inspection of electrical equipment prior to use and to report any defects for repair before the equipment is used. No employee is to knowingly use defective equipment.

All employees will receive sufficient instruction in the use of all electrical appliances and equipment prior to use.

Senior Operations Manager/Account Managers/Supervisors Responsibilities

- Ensure that all electrical equipment in use on site is safe and tested.
- Ensure that all electrical equipment in use has current test certificate.
- Not allow 240 volt equipment on site.
- Maintain all test and training records for equipment on site.

Operatives Responsibilities

- Not use any equipment suspected of being faulty.
- Equipment must be regularly checked for damage.
- Only use equipment for which they have received adequate training.

RECORDS FILE	
TYPE OF RECORD	RESPONSIBILITY OF:
Equipment Register	Ops Director
Maintenance Contracts	Ops Director
Operator Training	Ops Director/Account Mgr
Safety Checks	Ops Director/Account Mgr

**4.11 Asbestos**

Legislation: The Control of Asbestos at Work Regulations 2012  
The Asbestos (Licensing) Regulations 1983

The Directors understand the seriousness to worker’s Health, Safety & Welfare where the risk of asbestos is apparent, and as such will carry out their duties to protect those who may be exposed to asbestos at work and other persons affected or at risk of being affected by such work.

In the past asbestos has been widely used in premises for the manufacture of building materials and products and used in sprayed coatings, although these materials have been

largely replaced there remains the problem of damage caused to existing asbestos. If an area is damaged, the Company will endeavour to identify the presence of asbestos by using original building drawings and specifications and the advice from a specialist asbestos contractor. Where necessary the specialist contractor may remove samples of suspected materials for analysis at a laboratory to determine the type of asbestos.

There are six types of asbestos, of which the more commonly known are:

- Chrysotile (white)
- Amosite (brown)
- Crocidolite (blue)

Past uses of asbestos include:

**Insulation and sprayed coatings:**

- Boilers, plant and pipe work
- Fire protection to steelwork
- Thermal and acoustic insulation of buildings

**Insulating board:**

- Fire protection on doors
- Claddings on walls and ceilings
- Partitioning
- Ceiling tiles

**Asbestos cement:**

- Corrugated roof sheets
- Flat sheets for cladding
- Roof and land drainage goods

Although the above list is by no means exhaustive it can be used as a guide for identifying the more common places asbestos may be found. The Company will not place at risk any employee, sub contractor or visitor in respect of asbestos and will use the HSE Approved Code of Practice L143 as its minimum standards.

#### **4.12 Vibration**

Legislation: The Control of Vibration at Work Regulations 2005

The Company is aware of the health risks involved with the prolonged use of hand tools of a rotary or percussive nature, and that such tools can cause the users various forms of damage, known as “hand-arm vibration syndrome” (HAVS). The most common form is the damage caused by vibration white finger (VWF).

Various tools and operations within the industry can expose personnel to hazards from vibration, these may include:

- Buffers
- Scrubber/driers
- Pressure Washers
- Hammer drills

The Company will commit itself in reducing the risk to its employees and as such will develop a strategy that aims to reduce any identified risk to an acceptable level. This will include assessing the risk to operators and implementing methods that will help reduce the hazard, this may include the elimination of the hazard through substitution, in place of a non-hazardous process i.e. by using automatic breakers instead of pneumatic drills. The Company will also implement the following:

#### Training & Information

Provide employees with suitable training, information and supervision, this will include the use of the equipment they are expected to use and tool box talks on the risks to health from vibration white finger.

#### Tools & Equipment

Select equipment and tools that has low vibration properties and obtain from suppliers information on the amount of vibration that might be expected from the equipment. Machines and equipment will be maintained at regular intervals and any faults rectified as soon as possible, which will help reduce vibration problems through the lack of lubrication or worn out parts.

#### Personal Protective Equipment

PPE will be provided by the Company; the wearing of gloves will help lessen the effects of vibration, but will not remove the problem. Ear protection will be provided and eye protection to reduce the risk of injury from flying particles.

The Company will monitor work patterns and will reduce wherever possible the time which operatives are exposed to vibration, this will be accomplished by rotating the work, and splitting it between workers, thereby reducing the effects of vibration on the actual user.

#### Director's Responsibilities

- Show consideration to select equipment with the lowest practicable levels of vibration.

#### Senior Operations Manager/Account Managers/Supervisors Responsibilities

- Promote and implement safe systems of work with vibrating or percussion equipment.
- Rotate operators at regular intervals when exposed to vibration. Record charts must be kept of the rotation.

### Operators' Responsibilities

- Cooperate with Supervisors and work to rotas at all times.
- Personal protective equipment must be worn when provided to reduce the risk of harm to operators.
- Any defects in equipment must be reported immediately to the Supervisor.

### **4.13 Accident Investigation and Reporting**

Legislation: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

All accidents however small are to be recorded in the Company accident/Incident Form, which is to be forwarded to your Line Manager who will then forward this to Head Office. The Human Resources Manager will then fill out the Company Accident Book; an accident book will be located in the Company office. Human Resources Manager will be notified immediately of all accidents. This is necessary because the Regulations place specific duties on employers to report certain injuries, diseases and dangerous occurrences to the Health & Safety Executive.

Human Resources Manager will carry out the reporting under these Regulations.

A list of reportable injuries, diseases and dangerous occurrences can be found on the following pages with an incident flowchart.

The Company sees accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury a report will be drawn up by the Company Health & Safety advisors if necessary, detailing:

- The circumstances of the accident including photographs and diagrams wherever possible.
- The nature and severity of the injury sustained.
- The identity of any eyewitnesses.
- The time, date and location of the incident.
- The date of the report.

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a representative present. The completed report will then be submitted to and analysed by the Directors and an external consultant, who will attempt to discover why the accident occurred and what action should be taken to avoid recurrence of the problem. A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

### Director's Responsibilities

- Maintain all records of all accidents and near misses at the head office.
- Accident records must be audited every 3 months to identify any recurring trends.
- Implement changes to prevent recurrence of accidents or near misses.
- Report accidents as required under RIDDOR – [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

Senior Operations Manager/Account Managers/Supervisors Responsibilities

- Report all accidents to the Head Office Administration team and Line Manager, as per ISO 9001:2000 Procedures
- Assist with accident investigations where necessary.

Operatives' Responsibilities

- All accidents must be reported to the Supervisor, however trivial, as per ISO 9001:2000 Procedures.

- **Reporting of Injuries, Diseases, and Dangerous Occurrences**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 now include a broad range of types of incidents which require reporting to the Health & Safety Executive. This should only be used as a GUIDE to the reporting requirements.

<b>MAJOR INJURIES</b>	
1	Any fracture (other than fingers, thumbs and toes).
2	Any Amputation.
3	Dislocated Hip, Shoulder, Knee, Spine.
4	Loss of Sight (temporary or permanent).
5	Eye Injury (by Chemical or Hot Metal burn or any penetration).
6	Any injury caused by electric shock or electrical burn (including arcing) which leads to unconsciousness OR requires resuscitation or admittance to hospital for over 24 hours.
7	Any other injury; i) leading to hypothermia, heat induced illness or to unconsciousness ii) requiring resuscitation iii) requiring admittance to hospital for over 24 hours
8	Loss of consciousness due to asphyxia, or exposure to harmful substance or biological agent.
9	Acute illness or loss of consciousness caused by absorption of any substance by inhalation, ingestion or through the skin.
10	Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.
11	Any situation where a person has been incapacitated from work for more than 7 days.

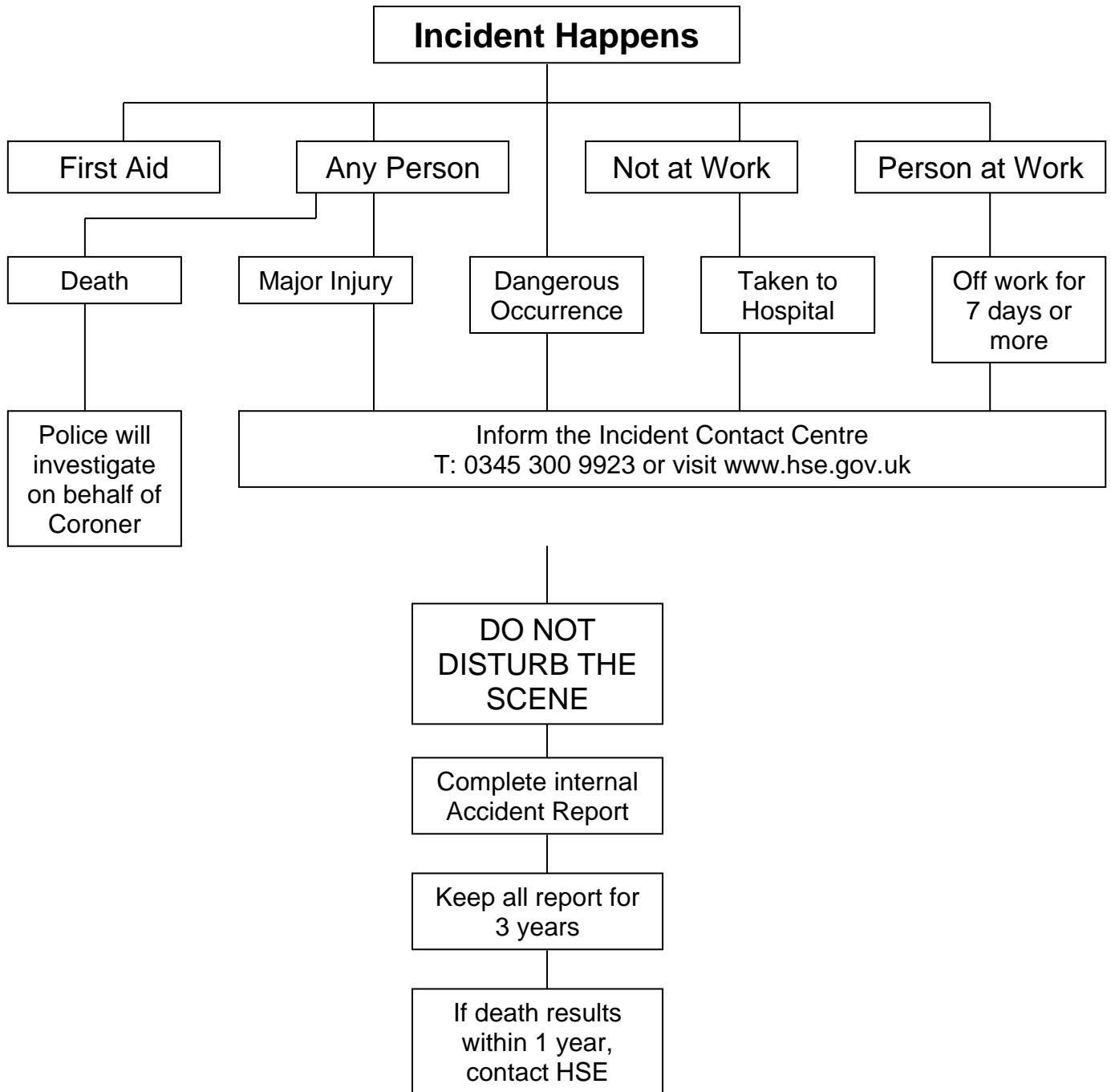
<b>DANGEROUS OCCURRENCES</b>	
1	Collapse of OR overturning of OR failure of any load bearing part of any lifting appliance.
2	Failure of a pressure vessel.
3	Failure of a freight container.
4	Any incident in which any plant or equipment comes into contact with an overhead power line (over 200 volts)
5	An electrical short circuit or overload which has the potential to cause the death of any person.



6	Collapse or partial collapse of any scaffold over 5 metres in height OR any adjacent to water OR any suspended scaffold.
7	Collapse or partial collapse of any building (involving over 5 tonnes of material) OR by false work.
8	Serious explosion or fire which causes over 24 hour stoppage.
9	The sudden or uncontrolled release of large amounts of flammable substances.
10	The accidental release of any substance in a quantity sufficient to cause death OR any other damage to the health of any other person.



4.13.1 Accident Procedures Flowchart



- Notes:
- If possible, stop work at incident to allow investigation
  - Take photographs as soon as possible to record scene
  - Take statements and names, addresses of witnesses

#### 4.14 Noise

Legislation: Control of Noise at Work Regulations 2005

The Company recognises that there is a statutory duty to control noise and to protect employees and other persons from its effect. Excessive noise can cause permanent damage to the hearing of those exposed to it. Noise is also a source of annoyance and disruption, and may directly or indirectly increase the risks of accidents. Every practical step will be taken by the Company to control noise.

Where the Company believes that noise may be approaching the first action level, our Health & Safety advisors will undertake a survey of the area. Results will be kept so that they can be referred to after repeated surveys.

The noise levels set in the Control of Noise at Work Regulations 2005 will be used for the introduction of control measures. These levels are:

1. First action level, daily personal noise exposure of 80 db(A)
2. Second action level, daily personal noise exposure level of 85 db(A)

If employees or contractors are liable to be exposed to noise at or above the first action level, then assessments will be made and records kept. We will also provide hearing protection when their noise exposure is between the lower and upper levels.

Where the noise is at or above the second action level, the noise will be reduced as far as is practicable by means other than ear protectors, however where this is not possible we will provide employees with hearing protection and ensure that they wear them. We will also identify the area as a hearing protection zone.

##### Director's Responsibilities

- Arrange regular noise monitoring of work situations.
- Control measures must be implemented when noise reaches statutory action levels.
- Adequate resources must be provided to control noise levels.

##### Senior Operations Manager/Account Managers/Supervisors Responsibilities

- Identify areas of work which may reach statutory noise levels.
- Implement control measures where identified by the Director.
- Issue PPE where noise levels cannot be reduced at source.
- 

##### Operatives Responsibilities

- Wear PPE when issued by the Supervisor.
- Work activities which may present a health hazard must be reported to the Supervisor.
- Report any damaged sustained to their ears or hearing to the Line Manager.

#### 4.15 First Aid

Legislation: The Health and Safety (First Aid) Regulations 1981.

The Company shall provide such equipment and facilities as are adequate and appropriate in the circumstances for enabling First Aid to be rendered to persons if they are injured or become ill at work.

The Company shall provide suitably qualified First Aid personnel in sufficient numbers to enable First Aid to be administered without delay should the occasion arise.

##### **First Aiders:**

The Company shall provide suitable facilities and equipment, which is adequate for giving First Aid, a 1-10 person first aid kit is located in each company vehicle.

#### 4.16 Fire Safety

The Health & Safety at Work etc Act 1974 and the Management of Health & Safety at Work Regulations 1999, place specific duties upon employers to protect the Health, Safety and Welfare of employees, and others, that may be affected by his work activities.

Under the Regulatory Reform (Fire Safety) Order 2005, duties include the organisation and efficiency of fire fighting arrangements, ensuring that the arrangements for preventing and dealing with fires are adequately promulgated and observed by all concerned. This duty also extends to the provision of adequate risk assessments and employee training. It is therefore our Policy to set up and maintain the following fire safety measures:

- Carry out fire risk assessments as and where necessary, but at least annually;
- To maintain and keep clear fire escape routes leading to a place of safety; in conjunction with the Client as per Section 4.1
- To provide and suitably identify a fire assembly point;
- To provide suitable fire extinguishers in sufficient number, maintained and ready to use in the event of a fire, and to provide suitable training in the use of the extinguishers provided;
- To provide and maintain suitable fire exit signage, which complies with the Health & Safety (Safety Signs & Signals) Regulations 1996;
- Maintain high levels of housekeeping to include the regular disposal of combustible materials;
- To provide suitable and sufficient fire safety training to all employees which will cover:
  - What to do in the event of a fire;
  - How to use fire extinguishers provided;
  - The location of the fire assembly point;
  - General fire precaution measures;
  - How to raise the alarm and call the fire brigade.






### 4.17 Safety Signs

Legislation: The Health & Safety (Safety Signs & Signal) Regulations 1996.

If following a risk assessment a risk still remains after controls are in place, safety signs will be displayed conforming to the above Regulations warning employees and visitors of the hazard.

All signs will meet the Regulations with regard to colour, size, shape and design and where necessary will contain a pictogram as well as words.

Safety signs are coloured in the following manner:

<b>Mandatory</b>	<b>Indicate a specific course of action is to be followed</b>	
<b>Warning</b>	<b>Indicate a potential risk or hazard</b>	
<b>Prohibition</b>	<b>Prohibit certain behaviour</b>	
<b>Fire</b>	<b>Indicate the location of fire fighting equipment</b>	
<b>Safe Condition &amp; First aid</b>	<b>Provide information about safe conditions including first aid, doors, exits and escape routes</b>	

## 5 Monitoring The Policy

To ensure the Company Safety Policy and the various Statutory requirements are being implemented, the Company Director or contracted Safety advisor may make regular visits to the places of work to carry out Safety inspections and to ensure that any shortcomings are rectified immediately.

The Company Safety Policy and administrative procedures are constantly under review to ensure their meaning remains relevant to any changes in procedures or law.

Details of accidents are closely examined and data collated to detect any trends and ensure resources are directed to those areas to endeavour to prevent recurrences.

SUMMARY OF REVISIONS		
DATE	REVISION NUMBER	DETAILS OF REVISION
October 2020	1	First Issue
July 2021	2	Document Reviewed Changes to RIDDOR
October 2022	3	Document Reviewed Changes to CDM Regs
November 2023	4	Document Reviewed