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## Health & Safety Manual

## Introduction

The Company Directors have reviewed the contents of this document to ensure it accurately reflects the Company's Policies.

This document will be reviewed on a regular basis to ensure completeness that all statutory regulation updates are reviewed and implemented where required and annually review the Health and Safety Policy Statement of Intent to ensure compliance.

## Approval

The Health & Safety Handbook has been reviewed, approved and accepted, this demonstrates the commitment from the Directors of Christy Plumbing & Heating Ltd and their understanding of all the requirements contained in this document.

	Name	Position	Date
Prepared by	Sian Prichard	H & S Advisor	
Reviewed by	Lawrence Christy	Director	
Approved by	Sarah Christy	Director	

## Amendment Record

Page No	Context	Revision	Date
41-46	Procedures	Moved to a separate Document	15-09-2020
			26-09-20

The electronic version of this document is the latest revision. It is the responsibility of the individual to ensure that any paper material is the current revision. The printed version of this Health & Safety Policy is uncontrolled except when provided with a document reference number and revision in the footer.

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## **1 Introduction**

This manual defines and establishes our General Policy for Health and Safety as required by the Health and Safety at Work etc Act 1974; it provides details of the organisation, the arrangements and emergency procedures currently in operation.

This policy sets down the direction for health and safety by setting down a framework for management activity and relationships, which will deliver and maintain the control of health and safety.

## **2 Policy Review**

Christy Plumbing & Heating Ltd will review this Health and Safety Handbook and Policy annually in conjunction with our nominated responsible person.

As each review is completed the responsible person will update this document accordingly.

## **3 Guidance on the Health and Safety Policy**

About our Policy

Our Health and Safety Policy sets out the general policy for protecting the health, safety, and welfare of our employees at work and others who may be affected by our undertaking. It describes the organisation and arrangements for putting policies and procedures into practice.

We recognise the following is required by law:

Under section 2 (3) of the Health and Safety at Work etc Act 1974 the written statement must:

- State our general policy on health and safety
- Describe the organisation and arrangements for carrying out our policy
- Be brought to the attention of our employees
- Be monitored, reviewed and revised whenever appropriate.

The Policy consists of three main sections

### **1. Statement of Intent**

This describes our general aims and philosophy with regards to our employees' health, safety, and welfare.

### **2. Organisation for carrying out the policy**

This involves allocating duties and responsibilities to key personnel to implement the policy effectively. Whilst the overall responsibility for health and safety rests at the highest management level, it is recognised that all individuals will have to accept degrees of responsibility for carrying out our policy.

### **3. Arrangements for health and safety**

This section includes the systems and procedures in place, generally covering all the main aspects of health and safety in our organisation.

Each subject or item within the 'arrangements' section includes guidance for assistance and information on either the legislation which governs it or just general advice /information on the topic from which safe working procedures can be drawn up. Where appropriate and necessary, notification facilities are included in the relevant section, for example, fire precautions, accident/first-aid arrangements, hazard notification records etc.

## Communicating to Employees

The Health and Safety Handbook is provided for all employees to read; it contains the essential information from this policy and should be kept available.

## Monitoring and Reviewing

1. Monitoring of the health and safety policy is essential to assess how effectively the organisation that has been established is controlling risks, this will be carried out using the Plan- Do-Check-Act framework.

The policy will be monitored on an ongoing basis and the appropriate part/s revised and updated according to any changes in organisation and arrangements as and when they occur.

2. Improvements can be made to the management of Health and Safety by learning from experience and establishing review systems. Within this policy the Statement of Intent indicates the date, which will be our annual review date. This is a fixed date upon which an overall review of the whole policy will be carried out.

Updating of this policy is required when:

- There are changes to the management structure
- There are changes to the business name
- Changes are made to any of the safety arrangements
- The activities of the business change significantly.

## 4 Health and Safety Policy

### 4.1 Health and Safety Welfare Policy Statement of Intent

Our Policy is to provide and maintain safe and healthy working conditions for all our employees, providing appropriate plant, equipment, operational processes, and safe systems of work covering all our activities.

Our management accepts the responsibility for applying the above and for providing information, instruction, and training at all times and for the duration necessary to achieve this purpose.

Other people may be affected by our activities i.e. visitors, neighbours, contractors etc. and our management accept the responsibility to provide appropriate levels of safety for them.

We will provide suitable facilities and/or make the necessary arrangements for the welfare of all our employees at work.

Where risks to safety or health need to be 'assessed' under a specific duty or Regulation, we will ensure that an 'assessment' is carried out and that all actions shown to be necessary will be implemented.

Should any of our activities endanger the health of any employee, such activities will be monitored and where necessary, arrangements for health surveillance made.

We will provide suitable information regarding the safety or safe use of our services and/or products.

We plan to minimise the risks created by work activities, products and services, organise ourselves in a way that secures involvement and participation at all levels and measure performance against our pre-determined standards.

Our commitment to this policy will assist us to develop a positive health and safety culture throughout all areas and activities and continuous improvement throughout.

We are committed to ensuring the Company plans, manages risks, communicates with the employees implementing the plan and reviewing its performance.

The organisation will collect and use personal data to ensure the health, safety and welfare of its staff and others.

Signatures

Names: Lawrence Christy

Sarah Christy

Date:

Positions: Directors

Next Review Date:

## 5 Environmental Policy Statement

Our objective is to create a climate of excellence not only in our services but in the products we specify and for our employees, persons affected by our activities and the environment. In order to achieve this the following policy has been established.

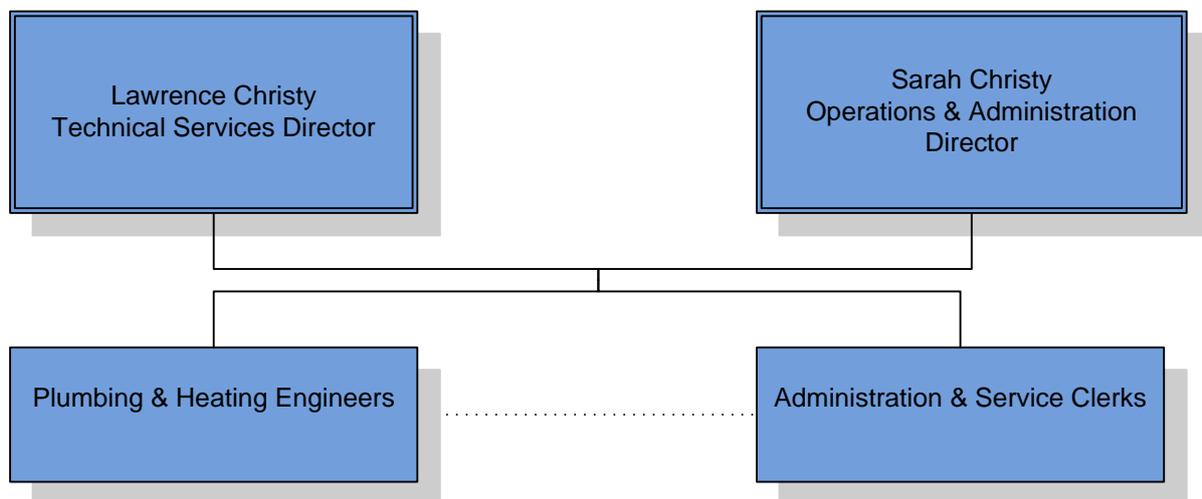
The Directors have assessed its operations, services and products in relation to their significant environmental impact and is committed to ensuring that the Company Policy is appropriate. The team also ensures that the Company Policy is communicated throughout Christy Plumbing & Heating Ltd, to suppliers/contractors, the community and customers

Our policy is:

- Compliance with customer and manufacturer specifications and environmental regulations and legislation.
- Continual Improvement through efficiencies and minimise impact in relation to water, waste and energy.
- Clear effective leadership, addressing risks and opportunities through careful planned changes.
- Commitment to 100% Customer satisfaction and company objectives.

## 6 Health and Safety Responsibilities of the Company

The Directors of Christy Plumbing & Heating Ltd have the ultimate responsibility for Health & Safety across the Company. Health and Safety Planning is undertaken by the Board of Directors to ensure that the responsibilities and arrangements are integrated and coordinated throughout the Company, ensuring that the overall policy is effectively implemented and archives the goals of the Company and complies with regulations.



We are committed to improving our health and safety performance. To this end, we will strive to manage health and safety successfully, by having health and safety risks under control. We will attempt to demonstrate a progressive improvement in our accident, injury, and ill health record. To achieve this, we will utilise the principles of health and safety management practices, which will form the foundations of our success.

We recognise that the key elements of successful health and safety management are as set out below as identified within the Health and Safety publication Managing Health and Safety HSG 65 and our approach to health and safety management operates on a cycle of four key elements: plan, do, check and act

#### 1. Plan

Our Policy is to set expectations and standards that will be cost effective and aimed at achieving the preservation and development of physical and human resources and a reduction in financial losses and liabilities. Our health and safety policy will influence and allow activities and decisions, including those regarding the selection of resources and information, the development, design and operation of working systems, the design and provision of services and/or products, and the control and disposal of waste, ensuring that the we align with up to date standards.

We will adopt a planned and systematic approach to policy implementation. Our aim is to minimise the risks created by work activities, products and/or services. We will use risk assessment methods to decide priorities and set objectives for hazard elimination and risk control. Performance standards will be established and performance measured against these. Specific actions needed to promote a positive health and safety culture and to eliminate and control risks will be identified. Wherever possible, risks will be eliminated by the careful selection and design of facilities, equipment and processes, or minimised by the use of physical control measures. Where this is not possible systems of work and personal protective equipment will be used to control risks.

#### 2. Do

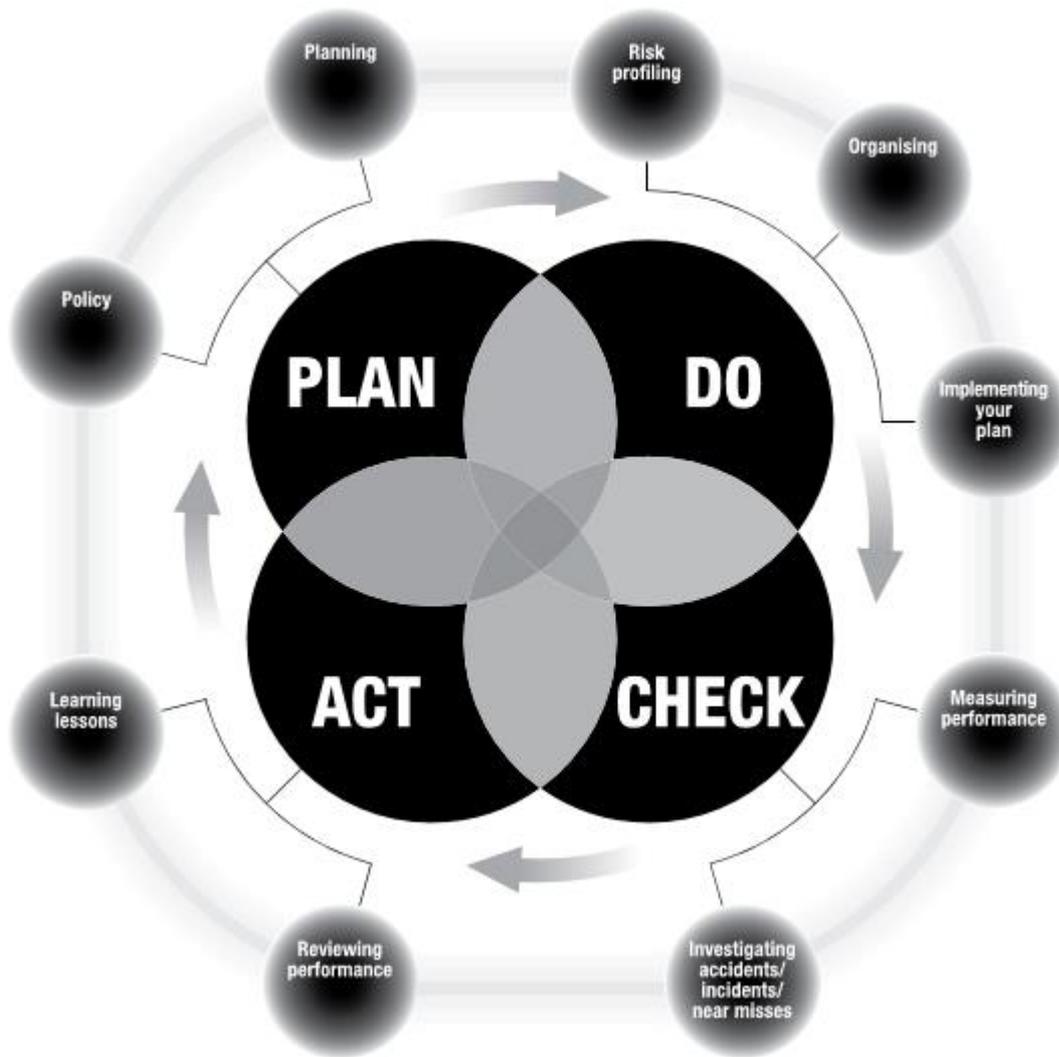
We will implement standards in conjunction with Supply Chain Management, Technology, Human Resources and internal teams, recognise, evaluate and control risks. To achieve high health and safety standards our organisation will be structured and operated so as to enable our health and safety policy to be put into effective practice. We appreciate that this will be helped by the creation of a positive culture, which secures effective employee engagement and participation at all levels. We recognise that this will need to be sustained by effective communications and the promotion of competence that enables all our employees to make a responsible and informed contribution to health and safety issues. We understand that the visible and active leadership by the Directors is necessary to develop and maintain effective and functional health and safety management and increase organisational safety competence, ensuring a safe place of work.

#### 4. Check

The success of action taken to control risks will be assessed through pro-active self-monitoring involving a range of techniques. This will include an examination of both hardware (premises, plant and substances) and software (people, procedures and systems), including individual behaviour. Failures of control will be assessed through reactive monitoring which will require the thorough investigation of any accidents, ill health or incidents with the potential to cause harm or loss. In both proactive and reactive monitoring our objectives will not only be to determine the immediate causes of sub-standard performance but, more importantly, to identify the underlying causes and the implications of the design and operation of the health and safety management system and the prevention of recurrence.

#### 5. Act

We are aware that learning from all relevant experience and applying the lessons learned are important elements in effective health and safety management. This will be done systematically through regular reviews of performance based on data both from monitoring activities and from independent audits of the whole health and safety management system. This data will form the basis for our self-regulation and our compliance with Sections 2 to 6 of the Health and Safety at Work etc Act 1974. Commitment to continuous improvement will involve the constant development of policies, systems, procedures and approaches in the implementation and techniques of risk control, utilising information from the 'check' stage to assist with analysis.



## **7 Health and Safety Responsibilities**

We recognise that in order to be efficient and effective in controlling risks we need to co-ordinate the activities of the Directors and Employees to ensure everyone is clear about what they are expected to achieve.

The responsibilities outlined in this Policy are intended to provide clear direction to all employees to enable them to take responsibility for the working environment.

Many health and safety functions are not exclusive to specific post holders, some overlapping of responsibilities may occur, but to aid effectiveness clear boundaries of direction have been established. Directors and Employees identified as having specific health and safety responsibilities will be held accountable for their performance.

## **8 Responsibilities of Employees**

All our employees must:

1. Comply with the Health and Safety Policy.
2. Fully observe the Safety Rules.
3. Report any safety hazard within their work area or malfunction of any item of plant or equipment to management.
4. Fully conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
5. Dress sensibly and safely for their particular working environment or occupation.
6. Conduct themselves in an orderly manner in the work place and refrain from any form of horseplay.
7. Use all safety equipment and/or protective clothing as may be provided.
8. Avoid any improvisations of any form, which could create an unnecessary risk to their personal safety and to the safety of others.
9. Maintain all plant and equipment in good condition and report any defects to management when they occur.
10. Report all accidents to management whether injury is sustained or not.
11. Attend as requested any training course designed to further the needs of health and safety.
12. Observe all laid down procedures concerning processes, materials, and substances used.
13. Observe the fire evacuation procedure and the position of all fire equipment and exit routes.
14. Female employees who become pregnant should inform management as soon as it is practically possible in order to safeguard their health.

In addition to the above responsibilities, the Health and Safety at Work etc. Act 1974, places legal duties on all our employees.

These are:

Section 7 - "Health and Safety at Work etc, Act 1974"

1. To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
2. To co-operate with Management to enable the employer to carry out his legal duties or any requirements as may be imposed.

Section 8 - "Health and Safety at Work etc. Act 1974"

No person shall intentionally or recklessly interfere with or misuse any item provided in the interests of health, safety and welfare.

Regulation 14 of the Management of Health and Safety at Work Regulations 1999 further extends the duties of employees in the following manner:

1. Every employee must use plant, equipment, dangerous substances, transport equipment, means of production or safety device provided by the employer, in accordance with the training and instructions received (whether this be written or verbal).
2. Every employee must inform the employer or any other employee with specific health and safety responsibilities for fellow employees.
  1. Of any work situation where it is considered that the training and instruction received by themselves or a fellow employee, could represent a serious and imminent danger to their health and safety, and
  2. Of any matter where it is considered that the training and instruction received by themselves or a fellow employee, could present a failure in the employers' protection arrangements for their health and safety, even where no immediate danger exists.

## 9 Responsible Persons

The following persons have been allocated with key areas of responsibility, which we have determined are important to promoting a positive health and safety culture.

Overall and final responsibility for Health and Safety including an effective Management structure, ensuring that health and safety are prime considerations in all forward planning adequate finances are allowed in budgets for health, safety and welfare. Identifying safety priorities and setting objectives to be achieved, and in developing the safety culture and philosophy of the company:	Sarah Christy
Day to day responsibility for ensuring policy is put into practice:	Lawrence Christy
Consultation with employees is provided by:	Sarah Christy/Lawrence Christy
Ensuring Health and Safety standards are maintained/improved:	Sarah Christy/Lawrence Christy
Internal Risk assessments are undertaken by:	Sarah Christy
Product and site Risk assessments undertaken by:	Sarah Christy/Lawrence Christy
Risk assessment findings/action approvals/ implementation/review:	Sarah Christy/Lawrence Christy
Review implemented actions from risk assessments:	Sarah Christy/Lawrence Christy
Identification of plant/equipment needing maintenance:	Any employee
Effective maintenance procedures and ensuring personnel carry out maintenance:	Sarah Christy/Lawrence Christy
Equipment issues and purchase of new equipment meeting required Health and Safety standards:	Sarah Christy/Lawrence Christy

The person responsible for health and safety training is:	Sarah Christy/Lawrence Christy
Safe handling and use of substances, identification, assessments, actions, informing employees, checking safety of new substances and annual review (COSHH):	Sarah Christy/Lawrence Christy
Location of Health and Safety Posters :	Notice Board
Training leaflets and advice available from:	Sarah Christy/Lawrence Christy
Supervision of young workers/trainees will be arranged/undertaken/monitored by:	Sarah Christy/Lawrence Christy/Martin Teirans
<ul style="list-style-type: none"> <li>• Ensuring that employees working at locations under the control of other employers are given the relevant Health and Safety information and that Customer quotations are priced to allow for safe methods and systems of work.</li> <li>• That any designs address health and safety issues during installation and operation, that design standards are to current specifications, standards and technical innovations, considering the design of all installations, taking account of future use relative to access, cleaning, maintenance, repair etc.</li> <li>• Ensure, that the operatives under his control have received a suitable site induction, especially in regard to emergency procedures</li> <li>• Ensure that operatives under their control do not use plant or equipment which requires a certificate of training (e.g. mobile elevating work platforms, scaffold towers, abrasive wheels) unless they have received adequate training</li> <li>• That all plant and machinery used on site is well maintained and records held where appropriate</li> <li>• Ensure that any plant or equipment (including electrical items) supplied by the company or self-employed operatives is maintained in good condition</li> <li>• Ensure that means of fall prevention are in place as necessary and are routinely inspected to maintain their integrity</li> <li>• That suitable personal protective equipment is available and used in accordance with risk assessments</li> <li>• That all operations are covered by safety method statements and that these are followed. If for any reason a system of work has to be changed due to site circumstances, the safety method statement is to be amended and countersigned where necessary.</li> <li>• Advise Directors and responsible persons of any situation which may warrant disciplinary action being taken for breaches of health and safety legislation, site rules or company rules:</li> </ul>	Sarah Christy/Lawrence Christy
Checking the working conditions and ensuring safe working practices are being followed:	Sarah Christy/Lawrence Christy
Investigating accidents/incidents and work-related causes of sickness absences and for investigating findings to prevent reoccurrence:	Sarah Christy
Induction training and ongoing training for all employees and sub-contractors ensuring that any subcontract labour appointed have demonstrated that they have the competence and resources necessary to undertake the work safely:	Sarah Christy
Job-specific training will be given by:	Sarah Christy/Lawrence Christy
Jobs/tasks requiring special training include:	Manual Handling, Working at Height, PPE, Hot Work, Equipment Isolation and Tagging.
Training Records are retained in the office:	Sarah Christy
Training identified, arranged and monitored by:	Sarah Christy
Ensuring the Fire risk assessment is undertaken and implemented:	Sarah Christy
Escape routes monitored and checked by:	Sarah Christy
Fire extinguishers are maintained and checked on an annual basis:	Sarah Christy

Emergency evacuation tested annually:	Sarah Christy
Health surveillance required for an employee and the retention of records:	Sarah Christy
Location of first aid box:	Office and every vehicle
First aiders and monitoring first aid supplies:	Sarah Christ & all Employees
All accidents and cases of work-related ill-health are to be recorded in the accident book located in the office and records to be kept and monitored identifying any trends so that corrective action can be taken:	Sarah Christy
Responsibility for dealing with reportable accidents, diseases and dangerous occurrences is:	Sarah Christy
The person responsible for ensuring the monitoring and reviewing of the Health and Safety Policy and systems:	Sarah Christy
Ensuring that work is being carried out in accordance with safety method statements and risk assessments, with particular attention being given to high-risk activities:	Lawrence Christy
Ensure that suitable and adequate personal protective equipment is made available:	Sarah Christy

## 10 Arrangements for health and safety

This section of our Health and Safety Policy defines the safety rules in operation, which employees should adhere to. These rules are prepared in accordance with legal requirements and acknowledged safe working practices. In addition to the legal duty imposed upon employees to comply with these rules, failure to observe them will be considered to be a breach of the contract of employment and will result in disciplinary action being taken.

It is also borne in mind that a breach of health and safety legislation by an employee is a criminal offence and an Enforcing Officer could take action against an individual.

It is recognised that it is not possible to prepare in written form every possible safety rule as circumstances may vary depending upon the nature of work. However, our employees are expected to act in a sensible manner and adhere to written or verbal instruction given by the Directors.

### 10.1 Employees

Employees are responsible for:

- Ensuring that health & safety issues are given sufficient consideration when making decisions, in their areas of responsibility as these decisions may have an effect on the health & safety of other employees and persons.
- Take reasonable care of their own health & safety and that of others.
- Carry out their assigned duties and tasks in accordance with the H&S Policy, Arrangements and all other health & safety working practices, rules and instructions.
- Not interfere with or misuse anything provided in the interests of health & safety or to do anything likely to endanger themselves or others.
- Withdraw from the immediate vicinity of any health and safety hazards that they become aware of and report the details immediately to their relevant Director.
- Co-operate fully with the Directors or any other person on health & safety matters so far as is necessary to enable any legal duty or requirement to be performed or complied with.
- Report any known defects in equipment or systems that they believe is or may become a safety hazard.
- Report situations in which they believe there are circumstances at work that pose a serious health or safety risk.
- Report accidents, near misses, dangerous occurrences and any other hazards promptly and co-operate with any investigations.
- Not use any machinery, equipment, substance, vehicle or device other than in accordance with any instruction or training that has been provided.

- Use correctly all guards and safety devices that have been provided.
- Make full and proper use of any personal protective equipment (PPE) in accordance with the H&S Policy, Arrangements, health & safety working practices, rules and instruction.
- Epidemic or pandemic alert, all staff must comply and cooperate with all instructions, arrangements and advice issued by the Employer as to the organisation of business operations and steps to be taken by staff to minimise the risk of infection

## **10.2 Co-operation and Consultation.**

The Company will ensure that all employees are consulted on health & safety issues and that a forum is provided for raising health & safety issues that have not been resolved satisfactorily via existing means.

The Consultation Process will allow for all employees to be consulted via meetings and provides a formal opportunity for co-operation between the Company and Employees in relation to proactive health & safety management. In certain cases, the Company may also consult directly with employees.

Employees are actively encouraged to be involved in health & safety planning, reviewing performance, developing arrangements/working practices and addressing problems/issues. Where the Company operates in buildings which are also used by other private companies then we will actively liaise with the company responsible for the management of the building lease as well as those companies working in these buildings to ensure health and safety working practices are effective and maintained.

Co-operation and consultation is also maintained with contractors

## **10.3 Working Conditions/Environment**

1. When entering any site, staff and management must ensure all Health & Safety notices, logs and files are identified and reviewed.
2. Employees must make proper use of all equipment and facilities provided to control working conditions/environment and ensure they are aware of fire exits, first aiders and first aid stations.
3. Employees must keep stairways, passageways and work areas clear and in a clean and tidy condition, ensuring they do not cause any trip hazards and ensure if necessary, trip hazards are reported to the appropriate persons as soon as reasonably practicable.
4. Employees must dispose of all rubbish, scrap and waste within the working area, using the facilities provided.
5. Employees must use the correct methods when removing any articles of waste for disposal.
6. Employees must clear up spillages or liquids within the work area in the prescribed manner.
7. Employees must deposit all waste chemicals and other substances at the correct disposal points and in the prescribed manner.
8. Employees must not pollute watercourses, sewers or drains with chemicals, or substances.
9. Employees must cease work if asbestos is discovered on site or suspected to be present, notifying a Director immediately.

#### **10.4 Personal Protective Equipment**

1. Employees must use all items of protective clothing/equipment provided as instructed.
2. Employees must store and maintain protective clothing/equipment in the approved manner.
3. Employees must report any damage, loss, fault, or unsuitability of protective clothing/equipment to the Operations & Administration Director.

#### **10.5 Fire Precautions**

1. Employees must comply with all laid down emergency procedures.
2. Employees must not obstruct any fire escape route, fire equipment, or fire doors.
1. Employees must report any use of firefighting equipment to a Director.

#### **10.6 Employer's Transport**

1. Employees with company vehicles must carry out regular checks of their vehicles paying particular attention to tyres; oil, radiator, water, and windscreen wash in accordance with the manufacturers' manual.
2. Employees must not drive or operate any vehicles for which they do not hold the appropriate driving licence or permit.
3. Employees must not carry unauthorised passengers or unauthorised loads.
4. Employees must not use vehicles for unauthorised purposes.
5. Employees must not overload vehicles above the stated capacity.
6. Employees must not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability.
7. At all times employees must abide by the Company Vehicle Policy.

#### **10.7 Accident/Incidents reporting and investigation**

1. Employees must seek medical treatment for any injury they may receive, no matter how slight it may seem to be, to comply with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) all accidents, no matter how small and apparently inconsequential, must be recorded in the Accident Book. Employees must report all the accidents/incidents to the Directors and ensure it is entered in the Accident Book. Where possible names and addresses of any witness should be obtained and recorded on the accident/incident report.
2. Employees must report all accidents and dangerous occurrences to a Director as soon as it is practicable.
3. Employees must notify a Director of any incident in which damage is caused to property.

#### **All accidents should be classified as follows:**

- Minor accidents, must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days

- Reportable “Over 7 day” injuries that result in absence from work exceeding 7 days.
- Reportable “Major” injuries classified as:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs serious burns (including scalding) which:
    - Covers more than 10% of the body
    - Causes significant damage to the eyes, respiratory system or other vital organs
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which:
    - Leads to hypothermia or heat-induced illness
    - Requires resuscitation or admittance to hospital for more than 24 hours

**Any other injury:**

- Loss of consciousness caused by asphyxia or by exposure to a harmful substance by inhalation, ingestion or biological agent.
- Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin:
  - Acute illness requiring medical treatment or
  - Loss of consciousness
  - Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or infected material

RIDDOR require "responsible persons" to report certain injuries and dangerous occurrences associated with work, to the appropriate enforcement authority (HSE). In the event of a Major injury the Operations & Administration Director must, in the first instance, contact the HSE by telephone directly.

Several of the reportable dangerous occurrences (listed in schedule 2 of RIDDOR) are relevant to construction work. Where the accident is of a type that is required to be reported, the initial report should be by the quickest means, by telephone followed up by a written report on the official form F2508 (F2508A for diseases) within 10 days.

In the cases of "more than seven day" accidents or occupational diseases, then a written report submitted within 15 days (on F2508 or F2508A) is sufficient, as soon as the employer becomes aware of the situation.

Any incident, accident or near miss shall be investigated, recording evidence via photographs, written statements and interviews with those involved or injured and witnesses. Any plant used shall be quarantined for inspection re damage or misuse of equipment

Where the outcome of the investigation can clearly identify a reason for the occurrence and those people are identified as responsible then, if appropriate, the Operations & Administration Director / Technical Services Director should instigate disciplinary procedures

Accident reporting and investigation shall be undertaken by either the Operations & Administration Director (non-reportable, minor incidents), or the Technical Services Director and / or Safety Adviser (reportable, major injuries etc).

In all cases the appropriate remedial actions (to prevent a recurrence) will be instigated by the Directors.

**RIDDOR reporting of COVID-19**

There is no requirement under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) to report incidents of disease or deaths of members of the public, patients, care home residents or service users from COVID-19.

The reporting requirements relating to cases of, or deaths from, COVID-19 under RIDDOR apply only to occupational exposure, that is, as a result of a person's work.

The Directors should only make a report under RIDDOR when one of the following circumstances applies:

- An accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2). This must be reported as a dangerous occurrence
- A person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as a case of disease
- A worker dies as a result of occupational exposure to coronavirus. This must be reported as a work-related death due to exposure to a biological agent

### **Dangerous occurrences**

Dangerous occurrences are certain unintended, specified events, which may not result in a reportable injury, but which do have the potential to cause significant harm.

For an incident to be reportable as a dangerous occurrence, the incident must have resulted (or could have resulted) in the release or escape of coronavirus, that is, led to a possible or actual exposure to coronavirus.

The assessment does not require any complex analysis, measurement or test, but rather for a reasonable judgement to be made as to whether the circumstances gave rise to a real risk or had the potential to cause significant harm.

### **Cases of disease: exposure to a biological agent**

When deciding if a report is required, the Operations & Administration Director must make a judgement, based on the information available, as to whether or not a confirmed diagnosis of COVID-19 is likely to have been caused by an occupational exposure, that is, whether or not there is reasonable evidence that a work-related exposure is the likely cause of the disease.

The report should specify a disease due to exposure to a biological agent and use the case of disease report form.

### **Work-related deaths due to exposure to a biological agent**

For an incident to be reportable as a death due to occupational exposure to coronavirus there must be reasonable evidence that a work-related exposure caused the worker's death.

The responsible person should notify the enforcing authority by the quickest practicable means, without delay, and send a report within 10 days. The report should specify death due to exposure to a biological agent using the "case of disease" report form.

### **Summary**

- All accidents to be recorded in Accident Book.
- All accidents resulting absence exceeding 7 days must be reported to HSE on F2508 form, HSA to be notified as soon as possible within 15 days.
- All "Major" accidents must be reported to HSE as soon as possible by telephone, again HSA to be notified as soon as possible.

Options to report incident to HSE

**Telephone** The quickest and easiest way to do this is to call the Incident Contact Centre with no need to fill in a report form. Call 0345 300 99 23 (Monday to Friday 8:30am to 5:00pm) and speak to an ICC Operator who will complete a report form over the phone. You will be sent a copy for your records. Out of hours call the duty officer who can be contacted on 0151 922 9235

**Online** Complete the appropriate online report form above. The form will then be submitted directly to the Incident Contact Centre. You will be sent a copy for your records.

**E-mail** Download the [appropriate form](#) and email it to [riddor@natbrit.com](mailto:riddor@natbrit.com).

**Post** Print out the [appropriate form](#), complete it and post it to the Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3 GG.

## 10.8 Health

1. Employees must report to a Director any medical condition, which could affect the safety of themselves or others.
2. Employees must co-operate with the Directors on the implementation of the medical and occupational health provisions.
3. When the company is notified of a case of industrial disease (substantiated by a medical certificate or report) by an employee or their representative, it will be recorded and investigated and be referred to the company's insurers.

## 10.9 Training

The Operations & Administration Director will, as necessary, arrange suitable training to ensure that employees at all levels are

1. Aware of their safety and health responsibilities.
2. Competent to carry out safely their duties.
3. Competent to operate any specialist tools, plant or equipment.

The Technical Services Director will supervise the training of new starters and apprentices and arrange suitable induction training to ensure that they are familiar with the Policy and with the hazards and precautions associated with their work.

Induction training shall be given to all operatives (both direct employees and contractors) on all contracts prior to commencement of their work. All relevant information pertaining to each contract shall be communicated at the induction along with any residual risks and subsequent control measures as per our Risk / COSHH Assessments.

All training (including induction training) shall be recorded with copies of attendance sheets / certificates being held by the Operations & Administration Director, Sub-contractor's training records shall be requested prior to them commencing work.

## 11 Fire

It is recognised that procedures for dealing with both the prevention and control of fire are of vital importance.

This section of the General Policy outlines the procedures for:

- Fire Arrangements
- Fire Procedures
- Responsibilities in the event of a fire

### Fire Arrangements

At conspicuous positions, in parts of the building, printed notices will be exhibited stating in concise terms, the essentials of the action to be taken upon discovering a fire and on hearing the fire alarm.

All employees will receive instruction and training in the procedures to be followed in the event of a fire.

A copy of the fire procedure notice, which is displayed throughout the premises, is shown within this manual.

All employees shall be given suitable instruction in basic fire prevention measures.

As part of the fire arrangements, persons have been nominated who are responsible for fire safety planning/fire precautions, evacuation drills, fire appliance checks, fire alarm tests, record keeping etc.

The person responsible for fire arrangements is: Sarah Christy  
The warning sound of the fire alarm is: Bell  
The location to assemble in the event of fire is: Garden or Driveway

The Regulatory Reform (Fire Safety) Order 2005

The responsible person is required to:

- Carry out or nominate someone to carry out a fire risk assessment identifying the risks and hazards.
- Consider who may be especially at risk.
- Eliminate or reduce the risk from fire as far as is reasonably practical and provide general fire precautions to deal with any residual risk.
- Take additional measures to ensure fire safety where flammable or explosive materials are used or stored.
- Create a plan to deal with any emergency and, in most cases, document your findings.
- Review the findings as necessary

### 11.1 Fire Procedures

1. The person finding the emergency sounds the fire alarm if applicable and attacks the fire with the extinguishers provided without putting them-selves at risk, or if it is a leak of hazardous nature ensures evacuation process is carried out and follows the spill instructions.
2. On hearing the alarm Office informs the Emergency Services 999 or/& relevant agencies FIRE SERVICE and give the telephone number (including STD)  
**01234 325620**
3. When connected to the Fire Service, state slowly and distinctly:

"This is:

**COMPANY NAME: Christy Plumbing & Heating Ltd**

**ADDRESS: 199 High Street  
Clapham  
Bedford**

**POST CODE: MK41 6AJ**

**We have a Fire".**

Do not replace the receiver until this information has been correctly acknowledged.

4. The persons in the office should remove the Visitor's Book, signing in book and COSHH binder (where appropriate) and the sign in book, and evacuate the building by the nearest available exit and proceed to the assembly point.
5. All personnel on the premises immediately shutdown the equipment they are working on and proceed to the assembly point at the front of the building, unless directed otherwise by a Director or Office Administrator leaving by the nearest emergency exit.

6. Personnel with guests ensure that their guests exit safely.
7. Director or Office Administrator do a "headcount" on their people and report missing personnel to a Director (most senior person, if a Director is not available).
8. The Director or Office Administrator will direct the shutdown of building utilities.
9. A Director contacts the HSE and/or Environmental agencies, if required.

#### Follow-up Actions

- Director or Office Administrator will announce re-entry permissions or other directives after consulting appropriate authorities.
- All personnel assist in clean-up efforts, as requested.
- The appropriate Director gathers any necessary accident reports and follows up accordingly.
- Appropriate personnel will reactivate all company utilities and orders any emergency supplies that have been exhausted.
- The Directors will record and report any environmental / safety issues, as required.
- The Directors coordinate a Root Cause Analysis.

#### 11.2 Fire Procedures - Customer Sites

##### 1. Where the Organisation is a Contractor on a Customers Site

All employees have a responsibility for their own safety and must be aware of the emergency procedures for the site on which they are working if applicable – this may be via an induction and will include: -

- The location of firefighting appliances to be used if it is reasonably safe to use them.
- The means of raising the alarm if the fire is in the immediate vicinity.
- The type of alarm (e.g. bell, siren, verbal).
- The escape routes.
- The assembly point.

If an evacuation takes place, a Director is to be notified by the person present.

#### 12.0 Rules Covering Gross Misconduct

An employee will be liable to summary dismissal if he/she is found to have acted in any of the following ways:

1. A serious or wilful breach of safety rules.
2. Unauthorised removal or interference with any guard or protective device.
3. Failure to observe lock-out/tag-out procedures.
4. Unauthorised operation of any item of plant or equipment.
5. Unauthorised removal of any item of first aid equipment.
6. Wilful damage to, misuse of or interference with any item provided in the interests of health, safety, or welfare at work.
7. Unauthorised removal or defacing of any label, sign or warning device.
8. Misuse of chemicals, flammable, hazardous, or toxic substances.
9. Smoking in any designated "NO SMOKING" area.

10. Smoking whilst handling flammable substances.
11. Horseplay or practical jokes, which could cause accidents.
12. Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
13. Misuse of any item of equipment, utensil, fitting/fixture, vehicle, or electrical equipment.

### 13.0 Risk Assessments

The Company will ensure that risk assessments are undertaken as required by applicable health & safety legislation, to identify project / task / area related hazards, and then evaluate the risk so that appropriate control measures such as Safe Systems of Work can be implemented that are both appropriate and cost effective

Under the Management of Health and Safety at Work Regulations 1999, Regulation 3(1) it is required that a formalised risk assessment be carried out to determine the risks associated with our working operations. We acknowledge that the assessment will need to identify risks both to employees and to any other person who may be affected.

The purpose of the assessment is to:

*Enable the employer to determine remedial actions necessary to comply with the relevant statutory provisions. ...*

This phrase covers the general duties (ss.2-9) in the Health and Safety at Work etc. Act 1974 and more specific duties in the various Acts and Regulations associated with the Health and Safety at Work etc. Act 1974.

Under Regulation 3(3) of the Management of Health and Safety at Work Regulations 1999 it is required that risk assessments are kept up to date, which means any significant change which affects risk (e.g. a new employee, machine or work practice) should lead to a re-assessment of risk.

Assessments should also required to be made under the following:

- The Control of Asbestos at Work Regulations 2012
- Control of Substances Hazardous to Health Regulations 2002
- Noise at Work Regulations 2006
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992
- Workplace Health, Safety and Welfare Regulations 1992
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Control of Noise at Work Regulations 2005
- Control of Vibration at Work Regulations 2005
- Provision and Use of Work Equipment Regulations 1998

The organisation is aware that the Management of Health and Safety at Work Regulations 1999, require employers to assess the risks to the health and safety of pregnant workers, those who have recently given birth and those who are breast feeding, ensuring that the health and safety of these employees is not put at risk.

The record of the risk assessment will need to include information regarding the following:

- a. Any significant sources of harm (hazards) to health and safety identified during the assessment.

- b. Any existing control measures currently in place and their level of effectiveness in controlling those risks (with reference and access to work manuals or other documentation if appropriate).
- c. The persons who may be affected by the risks identified, in particular any personnel who may especially be at risk.
- d. The decisions taken as a result of the assessment.
- e. Training in risk assessment techniques provided to employees.

In consultation with our employees or their representatives, make the necessary arrangements for a formalised approach to the assessment process. This will involve an initial discussion on a system for rating risks found during the assessments so that they can be classified and then prioritised.

After identifying the hazard, the rating system will include details of hazards classified according to the following criteria.

What is the potential severity of harm from the hazard?

What is the likelihood of occurrence of harm from the hazard?

Priority

No action or low priority action

Medium priority action

High priority action

Urgent action

Questions are supplemented with:

“What measures will be necessary to control the risks identified?”

In all cases additional definitions will be agreed if required by the questions about severity and likelihood of occurrence of harm from the hazards and control measures required.

The assessment process will form part of normal working conditions for purposes of the employee.

### Controlling and Monitoring

The purpose of the risk assessment will be to formulate a system of control for hazards associated with the daily working environment and working practices.

To achieve this, a proper system for the formulation of remedial actions to cater for the hazards identified has been developed.

All items of concern arising from the completed risk assessment procedure and any hazards arising from the assessments and which have been given the priority of urgent or high priority action, will be discussed by both management and employees or representatives within 24 hours with work stopping if necessary.

Risk assessment must identify all hazards within our operations therefore, these will occur in the following areas:

- a. Both direct and non-direct employees (contractors, agency and part-time operators).
- b. The current equipment and any equipment that is planned to be hired or purchased in the future.

- c. The materials used within the working environment (COSHH will only have covered the exposure to the chemical aspects of materials).
- d. The working environment for our employees and others.
- e. Current operations (i.e. whether they create a problem which could affect the quality of products and services).
- f. Loss of process and any risks that could affect the process operations.

Once a hazard has been identified, its risk is assessed to determine how and whether it should be further controlled or whether existing controls are adequate.

Safe systems and management standards will be produced and implemented, having included input from all levels of management and employees as appropriate.

Co-operation from all levels of management and employees is vital in this area if these standards are to be accepted.

Whilst trivial risks may require no action, the assessment will need to indicate the criteria used to determine this.

#### **14.0 Safe Systems of Work**

The organisations policy is to ensure, so far as is reasonably practicable, that all required tasks can be carried out with the minimum of risk to our employees and others who may be affected by our activities.

Where it is highlighted, either by a formal risk assessment or by other means, that some unacceptable residual risk remains and can only be further controlled by the use of a safe system of work. Such a system of work will be devised and all affected employees will be instructed in its application. All employees are required to follow the relevant safe system of work.

A safe system of work may be communicated as follows, or by any combination of the following:

- simple verbal instructions by a Director.
- use of technical manuals
- detailed written instructions
- formal documented 'Permit to Work' systems

#### **14.1 Development of Safe Systems of Work**

When developing a safe system of work, some or all of the following points may need to be considered.

- a. A clear understanding of the hazards and risks, which are present or are reasonably foreseeable when carrying out the required work. A formal risk assessment of the task should be made.
- b. There is a clear understanding by the Directors of their responsibilities.
- c. The scope and intention of the safe system of work.
- d. Safe access and egress for the people involved.
- e. The correct tools and equipment are available. Where necessary serviced, calibrated and tested etc.
- f. Ensuring the plant and equipment is safe to work on i.e. guarded/isolated at the correct positions etc. All persons understand the isolation 'lock off' procedure, if this is required.

- g. The persons involved are sufficiently trained, experienced and competent – including in the specific system of work.
- h. The environment is safe e.g. adequate lighting, hazardous substances are controlled etc.
- i. Adequate emergency arrangements are in place e.g. fire, rescue, alternative plans if the task does not go according to plan.
- j. A realistic amount of time has been allowed to enable the task to be completed safely.
- k. There is an adequate means of handling equipment or goods etc.
- l. Adequate and suitable personal protective equipment is available.
- m. Any relevant documentation/written procedures are to hand, which may be needed while drawing up the system of work or required when actually implementing the safe system of work.
- n. There is a means of controlling access for non-authorized personnel.
- o. Adequate controls are in place to control the risks to others in the adjacent area – this could be other employees or if outside, members of the public.
- p. If contractors are being used, they have been selected and are being controlled.
- q. Where contractors are being used, sufficient information has been passed between all interested parties, regarding the job and each parties requirements. This normally involves the compilation of risk assessments and method statements, so that each party can then develop their own safe systems of work.
- r. Relevant safety signs are displayed.
- s. At the completion of the work, especially in maintenance situations, all relevant paper work is completed e.g. Permits to Work cleared, maintenance log books updated etc. The procedure for 'handing over' the completed work is clear to all departments.
- t. The arrangements for reviewing and auditing the safe system of work, to ensure that it remains valid.

By completing/answering the questions raised by the above sections it should be possible to write down in a clear logical order, the steps necessary to implement a safe system of work.

A safe system of work should neither be too simple or too complicated; it should be aimed at the type of person(s) who will be required to use it.

### **15.0 Use of Sub-Contractors on Customers site**

The Company needs to be satisfied that sub-contractors being employed on customers site are competent and they have sufficient skills and knowledge to do the job safely and without risks to health and safety. The degree of competence required will depend on the work to be done. Make sure sub-contractors know and understand what performance is expected and ensure that the health and safety arrangements have been communicated to them. Provide copies of our H & S Policy and ensure it is understood.

To determine a sub-contractor's competence, the following information will be needed to assist with the consideration and must be provided:

- Experience in the type of work required and qualifications, including skills they have

- References
- Health and safety policies and practices
- Recent health and safety performance
- Risk assessments and method statements
- Health and safety training and supervision
- Arrangements for consulting their workforce
- Independent assessment of their competence and other accreditation
- Insurance cover
- Adequate understanding of local language and legislation

A risk assessment and method statement for the work activities should be provided by the sub-contractor and the sub-contractor must assess the risks for the contracted work and then both parties together to consider those risks from each other's work that could affect the health and safety of the workforce or anyone else. The Company and the sub-contractor need to agree the risk assessment and method statement for the contracted work and the preventative and protective steps that will apply when the work is in progress.

Both parties need to consider what information should be passed between them and agree appropriate ways to make sure this is done. Clear information about the risks arising from operations, including relevant safety rules and procedures, also procedures for dealing with emergencies needs to be communicated. Details of any risks that other parties could not reasonably be expected to know about should be communicated and all information must be specific to the work.

Clear co-operation and communication between all the parties involved is imperative to ensure the health and safety of all at the workplace and anyone else likely to be affected. Regular meetings/briefings communication via email and/or site reports is imperative.

Management and supervision of the work of sub-contractors will be carried out, via phone and regular site reports submitted and where possible site visits if there is no Company employee on site to provide this communication.

## **16.0 Monitoring, Measuring and reviewing Safety Performance**

### Safety Action Plan

The safety action plan must be developed from the results of risk assessment, with the risk being prioritised in order of importance. The actions must be properly implemented in a structured manner. Risk assessment is concerned with "adequate control of exposure" and not just with "accurate assessment of risk". The completion of the action plan must achieve the objectives first set.

### Monitoring to measure performance

The measuring of performance is an important means of checking on the effectiveness of the control measures identified in the risk assessments and in the implementation of the Health and Safety Policy to provide information for future review. Health and safety is no different from any other management function in that it is necessary to monitor and measure performance against the standards and objectives originally stated, set against the rising costs of failure to control. Monitoring is also a display to management that health and safety is central to the organisation's philosophy, helps to develop the safety culture and provides the opportunity for practical development of new policies.

There are two approaches to monitoring: -

Proactive Monitoring - means checking on the condition of plant, machinery, equipment and the adequacy of supervision, instruction, training and safe systems of work etc.

Reactive Monitoring - relates to identifying and measuring failures i.e. accident figures and near misses investigations etc.

It will be our policy to establish procedures to allow us to collect the information to adequately evaluate health and safety performance.

### Review

We are committed to a programme of reviews to examine the operation and maintenance of safe working procedures, management systems and policy implementation.

The review process is ongoing but will be looked at formally on an annual basis.

Review should lead to a constant feedback of new information, leading to continual improvement.

## **17.0 Health and Safety Practices**

Section 2 (2a) of the Health and Safety at Work etc. Act 1974, requires that, as an employer, we provide systems of work that are safe and without risk to health, so far as is reasonably practicable.

The purpose of this section of our policy is to provide safe working guidance notes generally applicable to the various activities within our organisation. Staff with health and safety responsibilities should make themselves aware of this guidance and review the procedures within their area of control and consider the need for change in order to improve performance.

More detailed and specific safe systems of work may be required for specific undertakings, processes and use of equipment and so on, these will be developed in-house under the Company's Procedures.

### **17.1 The Manual Handling Operations Regulations 1992**

#### General requirements

The Manual Handling Operations (MHO) Regulations 1992 apply to manual handling operations, defined as *'any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force'*.

Employers are subject to a clear hierarchy of measures to meet duties under the regulations:

- To avoid hazardous MHO so far as is reasonably practicable
- To assess any hazardous MHO that cannot be avoided
- To reduce the risk of injury so far as is reasonably practicable

#### Employer Responsibilities

Employers should, wherever possible, avoid the need for employees to undertake manual handling operations at work thereby eliminating the risk of injury. Where it is not possible or practical to avoid manual handling, then employers are required to assess manual handling activities by looking at the following factors: Load, Individual, Task, Environment (LITE).

- The Load - size; weight, shape; centre of gravity; physical hazards such as sharp edges; temperature; chemical hazards such as dangers of spillage which may dictate the use of personal protective equipment.
- The Individual: physical characteristics such as capabilities; height; size; gender; pregnancy; training; knowledge.
- The Task: mechanisation; working height and posture; frequency; duration.
- The Environment: space and layout; working surface height; floor area; temperature; light; noise; vibration; weather.

### Employee Responsibilities

Employees are required to make use of the control measures, lifting aids, mechanical aids, systems of work, etc, provided by the employer in order for them to comply with their responsibilities under these Regulations.

## **17.2 Control of Substances Hazardous to Health**

A COSHH assessment will be conducted for all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and knowledge of the work process. Any area that requires a COSHH assessment to be carried out will be assessed using the hierarchy of control measures. This will include: -

1. Substitution
2. Isolation
3. Local Exhaust Ventilation
4. General Ventilation
5. Personal Protective Equipment
6. Hygiene Control

Any information that requires updating is reviewed for completeness and considerations should be made for the use of these chemicals on Customer sites and the van COSHH records updated appropriately.

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

All workers who may come into contact with hazardous substances will receive comprehensive and adequate training including spill training and information on the health and safety issues relating to that type of work.

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

### Employee Responsibilities

Employees have a general duty to take care of their own health, safety and welfare and that of other people who may be affected by their actions and using COSHH information, determine what protective clothing / equipment will be necessary to clean-up a spill if necessary. If the spill is hazardous activate evacuation procedure.

## **17.3 Personal Protective Equipment**

Every employer must provide suitable PPE to each of their employees who may be exposed to any risk while at work, except where any such risk has been adequately controlled by other means which are equally or more effective.

These procedures explain the actions required and the performance standards expected of those who have responsibility for making arrangements to supply suitable PPE to employees where a need has been identified in risk assessments.

All PPE should carry a CE mark (this signifies compliance with the relevant European standards of manufacture and performance). All PPE other than Safety Boots are free issue and available from the Office.

Regulation 4 of the Personal Protection Equipment at Work Regulations (1992) and the Construction (Head Protection) Regulations (1989) require that **Head Protection** be used in hazardous areas. A full assessment of the hazards must be undertaken to determine the suitability of Head Protection supplied.

Safety Helmets (approved to EN397) must be used when there is a danger of falling objects. Bump Caps can be worn when there is a need to protect against accidental bumping of the head (eg. overhead piping or other fixed obstacles).

The use of PPE is an important means of controlling risks involved in various work activities. To ensure that it is effective, it is necessary to follow the manufacturer's and employer's instructions on its correct use. The following procedures must be observed at all times when using PPE:

- Ensure that protective clothing fits properly and adjust PPE so that it is comfortable when working;
- Make sure that the PPE is functioning properly, If not report the
- Defect **immediately**;
- When using two (or more) types of PPE together, ensure that
- Items are compatible and that combined use does not reduce their effectiveness;
- Report symptoms of discomfort or ill health immediately;
- Inform the Operations & Administration Director of any training requirements;

#### Employee Responsibilities

1. Employees have a general duty to take care of their own health, safety and welfare and that of other people who may be affected by their actions.
2. Employees must co-operate with the Directors by:
  - Attending relevant training
  - Using recommended procedures designed for their safety
  - Making proper use of PPE provided for their safety
  - Reporting any loss or defect of PPE
  - Reporting any concerns about health and safety to the Directors.
  - Not tampering with or altering the PPE to inhibit its effectiveness
3. All accidents, incidents, dangerous occurrences must be reported in line with procedures.
4. It is the wearer's responsibility to inspect their safety helmet regularly. Any helmet showing more than superficial abrasions or scuffing to the shell should be replaced. Also, although there is no legislation governing the expected lifespan of safety helmets, it is strongly recommended that they be replaced every five years. Excessive wear and tear can drastically reduce this period

#### Employer Responsibilities:

- Identify hazardous operations where PPE may be needed
- Assess and reduce the risk of injury from all hazardous operations and only specify PPE as a last resort when other control measures cannot be used
- Ensure that PPE is obtained from an approved supplier and that it carries the relevant British Standard and/or CE marks
- Train anyone who has to be provided with PPE to wear and use it whenever necessary
- Provide relevant information to PPE users so that they can wear it without endangering their health
- Ensure that PPE is maintained in a clean and serviceable condition, unless disposable equipment is provided
- Ensure compatibility of PPE in circumstances where more than one item of equipment is required to control the various risks
- Replace PPE when necessary through loss, damage or wear and tear

- Review assessments regularly and whenever working practices change, or after a serious accident involving the use of PPE

#### Examples of Personal Protective Equipment

1. Work-wear (but only classed as PPE where it designed to protect an employees' health and safety, e.g. overalls)
2. Steel Toe Cap Footwear
3. Disposable Gloves
4. Disposable Face Masks
5. Safety Glasses
6. Heavy Duty PVC Gloves
7. High Visibility Jackets/Waistcoats
8. Hard Hats
9. Ear Protection
10. Safety Harnesses
11. Respirator and filters
12. Face Shield.
13. Shoe covers
14. . Hand sanitizer, tissues, cleaning products, disposable cleaning cloths, and waste bags

Cloth items should be washed daily. If travelling to many different homes/sites, then these should be changed to avoid transmission risk. Disposable items are just that, disposable, and they should be disposed of after each use and then hands washed for at least 20 seconds afterwards. Cleaning of surfaces and items touched over the course of a job must be done at all times. It is worth highlighting the need now more than ever to keep cleaning products safely away from children

#### **17.3.1 COVID-19 Use of PPE**

Government guidance when working closer to each other, such as the same room or space, is to work back-to-back wherever possible and side-by-side for a minimal period only, and to safely reduce the number of people doing activities. Utilising a fixed pairing system if people have to work in close proximity for carrying out work activities is another method of reducing contact. Any concerns of an unsafe work environment should be discussed with the Directors.

We require our employees to wear a face mask to protect themselves and others. Working within 2-metres of each other work, does not automatically mean a requirement to wear a face covering unless the type of work activity requires it. This could be using dust masks or respiratory protective equipment as normal. However, if tasks involve working closely together, it is a requirement that you should wear of a protective face covering.

Wearing gloves in certain tasks isn't always practical, therefore frequently washing hands for at least 20 seconds is the alternative. This, of course, means that planning and dynamically risk assessing what you are doing and considering you will require the use of water and a particular facility to do so. Make sure that if there is a need to turn the water off there is a temporary supply for washing hands and cleaning.

Cleaning surfaces that have been touched will be required. Therefore after, installing items such as boilers or a bathroom suite, all surfaces must be disinfected before departure or at the end of each day. In planning terms, it is crucial to allow for more time to make sure what it is done effectively

#### **17.4 The Health and Safety (Display Screen Equipment) Regulations 1992**

##### General requirements

The Health and Safety (Display Screen Equipment) Regulations 1992 place a responsibility on the Company analyse workstations, to assess the health and safety risks to those users. These regulations are implemented by ensuring that:

- All D.S.E. “users” are identified and their workstations are assessed.
- Completed self-assessment forms are reviewed by a trained workstation assessor
- All “users” are given adequate information, instruction and training on how to safely and correctly set up their workstation
- All “users” are informed of the hazards to which they may be exposed if the equipment is not used correctly
- Eye and eyesight tests are available for those employees classed as Display Screen Equipment “users.”

This procedure aims to ensure compliance with the regulations and to encourage safe working practice within the Company.

The Company is committed to complying with the Health and Safety (Display Screen Equipment) Regulations 1992 and recognises its responsibility to provide its staff with adequate information, instruction and training to display screen equipment users and to monitor the health of users.

### Responsibilities

In consultation with users of display screen equipment and the Operations & Administration Director:

- Identify each user of display screen equipment within their area of responsibility using the prescribed definition and H.S.E. guidance;
- Identify members of staff who will train as display screen assessors;
- Arrange for appropriate training to be given to display screen assessors via the Operations & Administration Director.
- Ensure that an assessment of each user’s workstation, taking into account the display screen equipment, the furniture, the workload, the working environment and the user;
- Take all necessary measures to reduce or control any risks found as a result of the assessment;
- Where practicable, take steps to incorporate changes of task within the working day, in order to prevent intensive extended periods of on-screen activity;
- Review software to ensure suitability for the task
- Arrange for the provision of eye and eyesight test for display screen equipment users at regular intervals, and when a visual problem is experienced;
- Arrange for assistance in obtaining any special corrective spectacles where prescribed by an optician for use specifically with display screen equipment;
- Advise existing members of staff and all other persons applying for work with display screen equipment, of the health risks associated with such work and how these can be avoided.

Where a member of staff arises a matter related to health and safety in the use of display screen equipment, the Operations & Administration Director must:

- Take all necessary steps to investigate the circumstances and review the assessment
- Take corrective measures where appropriate;
- Advise the member of staff of the actions taken to resolve the matter.

Where a problem arises in the use of display screen equipment, the member of staff must adopt the following procedures:

- Inform the Operations & Administration Director.
- In the case of an adverse health condition, advise the Operations & Administration Director and his or her own general practitioner.

### Guidance

Workstation assessment forms are available from the Operations & Administration Director.

## **17.5 The Control of Noise at Work Regulations 2005**

The Control of Noise at Work Regulations 2005 came into force on the 6<sup>th</sup> April 2006. to further protect persons against risk to their health and safety arising from exposure to noise at work. They tighten the legal requirements in relation to noise by lowering the exposure action values to 80 and 85 dB (A) and

require employers to place less emphasis on the use of ear defenders / plugs to mitigate the effects of excessive noise.

Duties placed on employers by these Regulations also extend, so far as is reasonably practicable, to any other person at work who may be affected by the work carried out by the employer for instance contractors, with the exception of Regulation 9 (health surveillance) and Regulation 10 (information, instruction and training).

Noise action and limit values are as follows:

The "lower exposure action value" is the lower of the two levels of daily or weekly personal noise exposure (or of peak sound pressure) which, if reached or exceeded, requires specified actions to be taken to reduce risk. The lower noise exposure level is 80 dB (A-weighted) and a peak sound pressure of 135 dB (C-weighted).

The "upper exposure action value" is the higher of the two levels of daily or weekly personal noise exposure (or of peak sound pressure) which, if reached or exceeded, requires specified actions to be taken to reduce risk. The upper noise exposure level is 85 dB (A-weighted) and a peak sound pressure of 137 dB (C-weighted).

The 'exposure limit value' is the level of daily or weekly personal noise exposure or of peak sound pressure, which must not be exceeded. The personal noise exposure limit is 87 dB (A-weighted) and a peak sound pressure of 140 dB (C-weighted). In applying these exposure limit values account shall be taken of the protection given to the employee by any personal hearing protectors which are provided.

#### Employers Responsibilities

The Company will ensure that risk from the exposure of its employees to noise is either eliminated at source or, where this is not reasonably practicable, reduced to as low a level as is reasonably practicable

- Assess the risks to their employees from noise at work
- Take action to reduce the noise exposure that produces those risks
- Provide their employees with hearing protection if they cannot reduce the noise exposure enough through other methods
- Make sure the legal limits on noise exposure are not exceeded
- Provide employees with information, instruction and training
- Carry out health surveillance where there is a risk to health.

#### Employees Responsibilities

Employees must all where their hearing protection in high noise areas, if it has been identified by health surveillance and you have been instructed to do so you are to wear hearing protection at all times.

### **17.6 Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)**

The Lifting Operations and Lifting Equipment Regulations 1998 require employers to ensure that lifting operations carried out as part of their daily operations are done so without risks to health and safety and that lifting equipment used in the workplace does not present risks.

The Company will carry out all that is reasonably practicable to ensure that the requirements of this legislation are complied with and will: -

- Ensure that all lifting equipment used on the Company's premises and in areas under its control is of sufficient strength stable and suitable for the proposed use, as will any load being lifted or lowered and attachments used.
- Ensure that lifting equipment is positioned and installed to prevent the risk of injury.

- Ensure that all lifting operations are planned, supervised, and carried out in a safe manner by people who are competent.
- Ensure that where equipment is used for lifting people it is marked accordingly and is safe for such a purpose.
- Ensure that before lifting equipment is put into service for the first time it is thoroughly examined.
- Ensure that lifting equipment is thoroughly examined at intervals in accordance with the requirements of the regulations by a competent person.
- Ensure that records of thorough examination of lifting equipment are kept. Also that any reports of defects etc. are acted on in the appropriate manner.

#### Employer Responsibilities

1. It is the responsibility of the Directors to ensure that the requirements of this policy and associated guidance are implemented and adhered to within their areas of responsibility.
2. It is the responsibility of the Directors where lifting operations take place and lifting equipment is used to ensure that: -
3. All items of lifting equipment in areas under their control are identified and recorded in an inventory.
4. The examination date for all lifting equipment is identified and arrangements made for a competent person to carry out inspections, also that all lifting equipment is made available for inspection.
5. Arrangement for any remedial actions for any defects found during examinations are carried out.
6. The Directors must ensure that all risks arising from operations involving lifting equipment are assessed and suitable control measures implemented. Also that suitable information, instruction, and training is given to users of lifting equipment and they are competent to carry out those tasks.
7. The Directors are responsible for provision and maintenance for fixed lifting equipment and appliances

#### Employee Responsibilities

Employees have a general duty to take care of their own health, safety and welfare and that of other people who may be affected by their actions. All users of lifting equipment must use lifting equipment in accordance with safe working practices and with any information, instruction, or training received.

### **17.7 Working at Height Regulations 2005**

#### General requirements

The Regulations apply to ALL work at ANY height where there is a risk of a fall liable to cause personal injury (Note: the previous over 2m height ruling has been removed). They place duties on employers, the self-employed, and any person that controls the work of others to the extent of their control (for example facilities managers or building owners who may contract others to work at height).

As the Regulations now apply to ALL work at height, the Regulations will now apply to simple tasks such as the retrieval of items from high-level shelving, putting posters up, putting Christmas decorations up, etc. as well as the more obvious risk sectors of construction and maintenance work.

#### Employer Responsibilities

- All work at height is properly planned and organised;
- Those involved in work at height are competent;
- The risks from work at height are assessed and appropriate work equipment is selected and used
- The risks from fragile surfaces are properly controlled; and

- Equipment for work at height is properly inspected and maintained

Schedules giving requirements for existing places of work and means of access for work at height, collective fall prevention (e.g. guardrails and working platforms), collective fall arrest (e.g. nets, airbags etc.), personal fall protection (e.g. work restraints, fall arrest and rope access) and ladders.

- Avoid work at height where they can;
- Use work equipment or other measures to prevent falls where they cannot avoid working at height; and
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur
- Give collective protection measures (e.g. guard rails) priority over personal protection measures (e.g. safety harnesses)
- Ensure that work is postponed while weather conditions endanger health and safety
- Plan for emergencies and rescue
- Ensure that everyone involved in the work is competent and, if being trained, that they are under the supervision of a competent person. This includes involvement in organisation, planning, supervision, and the supply and maintenance of equipment.

#### Employee Responsibilities

Employees have a general duty to take care of their own health, safety and welfare and that of other people who may be affected by their actions. Consideration for the above regulations should be adhere to and work carried out in accordance with safe working practices and with any information, instruction, or training received.

### **17.8 Workplace Health, Safety and Welfare Regulations 1992**

The Regulations impose a duty on the employer to ensure that the workplace, equipment, devices and systems are in an efficient state (regarding Health and Safety, not productivity) and in good working order. There is a further duty to ensure a suitable system of maintenance. These duties are strict primary duties and not subject to the defence of reasonable practicality that can apply elsewhere in these Regulations. Any breach of these regulations for almost any reason will ensure success in any subsequent accident at work claim.

The Regulations also deal with floors and traffic routes and states that “the employer must ensure that they are of a construction to be suitable for the purpose for which they are used, shall have effective means of drainage and no flaws or slopes that could expose a person to risk of injury.”

Numerous other Regulations within this section deal with secondary issues such as obstructions on floors, handrails, organisation of traffic routes, roof work and workplace temperature. These items also cover hygiene provision and issues such as provision of drinking water, facilities for rest and food, sanitary conveniences, and room space.

### **17.9 Provision and Use of Work Equipment Regulations 1998**

(PUWER) lay down important health and safety laws for the provision and use of work equipment.

The regulations include:

- Definition of who has duties
- General duties covering selection of suitable equipment, maintenance, inspection, information and instructions, training etc.
- Ensuring that equipment is able to control selected hazards.

Both 'use' and 'work equipment' are broadly defined as follows:

'Use' - means any activity involving work equipment and includes starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning.

'Work Equipment' - means any machinery, appliance, apparatus or tool or assembly of components that function as a whole.

By way of example, the following is a non-exhaustive list of work equipment subject to the regulations:

Scaffolding	Computer	Portable drill
Pressure vessel	Lift truck	Soldering iron
Laser checkouts	Vehicle hoist	Ladder
Hand saw	Socket set	

PUWER is being linked in with the Management of Health, Safety and Welfare Regs; for example with the requirement for risk assessment regarding the selection of 'suitable' work equipment.

### General requirements

- 5.1 All work must be such as not to cause a safety hazard to the user or any other person.
- 5.2 These Regulations apply to a range of work equipment. Appendix 1, gives a non-exhaustive list of work equipment likely to be used within UCCA that are subject to the regulations.  
  
New equipment must be CE marked which ensures its compliance with the essential safety requirements set out in the directives. If you have concerns over new equipment you should ask the supplier to produce a certificate of conformity.
- 5.3 The requirements of the Regulations are as follows:-
  - Work equipment must be suitable for its condition of use.
  - Work equipment must be adequately maintained.
  - Supervisors and users of work equipment must have readily available written instructions on equipment use.
  - Full instructions and training should be given to all users.
  - Specific requirements relating to a range of issues (eg, guarding, control systems) must be met.
- 5.4 Safety assessments must be made at suitable intervals and with appropriate detail.

Suitability is judged by risk (hazard and exposure). Therefore, an unwritten visual check on the integrity of a hand tool before use is adequate but a full assessment and written check is needed on large, complex hazardous machines and equipment.

- 6.1 All potentially hazardous equipment, including equipment acquired in the future, must be assessed using the equipment safety checklist in this checklist, the detailed requirements of the Regulations have been converted to a set of questions. The full checklist should be used for machinery with moving parts powered by electricity, internal combustion engine or other energy source. There is no requirement for keeping a written record of assessments. However, if the assessment is not simple and obvious, and cannot be easily repeated and explained on request to an agency such as the Health and Safety Executive, it is advisable to keep a written record.
- 6.2 Requirements relevant to equipment are also contained in the Electricity at Work, Manual Handling and COSHH regulations, and The Provision and Use of Work Equipment Regulations 1998 does not duplicate these.
- 6.3 A series of identical items can be covered by a single assessment provided that there are effective arrangements for identifying an item, which is damaged or defective.
- 6.4 Formal assessment of hazardous equipment should be repeated at regular intervals, which should be set in accordance with the hazard and the complexity of the

- equipment, but the interval should not exceed five years. Assessment should also be repeated if the equipment has been modified.
- 6.5 When new equipment is acquired or made, an assessment should be made as early as possible. It should be practicable to complete nearly all the assessment before the first use of the equipment. It is important that employees are made aware of the need to consult early with the person responsible for assessing equipment, regarding the acquisition of potentially hazardous equipment.
  - 6.6 A regular check should be made for any potentially hazardous equipment that has not been assessed. It may be helpful to put a dated sticker on items that have had an equipment safety check.
  - 6.7 In order to meet the requirements, the Company is required to assess all potentially hazardous equipment and its use and co-ordinate implementation of the Regulations. The task of assessing equipment will be delegated by the Head of each Department or to an appropriate person within their organisation.

#### Employer Responsibilities

To ensure that arrangements are in place for assessing all potentially hazardous work equipment and its conditions of use.

#### Employee Responsibilities

Employees have a general duty to take care of their own health, safety and welfare and that of other people who may be affected by their actions. Consideration for the above regulation should be adhere to and work carried out in accordance with safe working practices and with any information, instruction, or training received.

### **17.10 Electricity at Work Regulations 1989**

#### General requirements

It is the responsibility of the Company to ensure that their premises comply with all statutes. Employers have a general duty, under the Health and Safety at Work Act 1974 (HSW act 1974), as far as is reasonably practicable, to ensure the health, safety and welfare of their employees, and visitors to their premises. These duties are legally enforceable and the Health & Safety Executive have successfully prosecuted occupiers of premises under this statute. It is incumbent upon both owners and occupiers of premises to ensure that there is a management regime for the proper purchase, design, installation and operational management of plant, equipment and systems.

#### Employer Responsibilities

It is the duty of every employer to comply with the provisions of health and safety to the extent that they relate to matters, which are within their control. Ensure that the electrical installation and portable electrical equipment over which you have control are safe and without risk to yourself, employees or others who may use the equipment or come onto your premises

Ensure that your electrical installation is "safe" is to make sure that it is properly installed in the first place and that you only allow competent electricians to work on your electrical wiring.

The original installation should have the wiring examined by an electrician from time to time to ensure it is still safe (usually recommend every 3 to 5 years).

In addition, visual inspection some of the electrical installation to ensure that wires used are the correct type for the purpose, are not worn, damaged, or overloaded. Electrical sockets should also be examined for signs of damage.

- Portable electrical equipment is anything, which can be plugged in or connected to your electrical wiring.
- Portable electrical equipment should only be used for the purpose and the environment for which it was intended to be used. If the equipment is unsuitable it is unlikely that maintenance will remedy the situation.

- Develop an overall approach to health and safety. Health and safety should be considered in all sectors of the work environment, including working conditions, organisation of work, introduction of new equipment, etc.
- Introduction of protective measures which will protect employees, this should be introduced in preference to measures which only protect individual employees.
- Give employees adequate instructions so that they understand what they are expected to do.
- Maintaining by periodic testing, some deterioration of the cable to the equipment, its terminations and of the equipment itself can also be expected after significant use and also where there is the possibility that the equipment may have been abused. Such faults could, for example, result in the loss of earth continuity with potentially fatal results. Therefore, additional periodic testing should be carried out by someone with suitable electrical competence, such as a qualified electrician.

### Employee Responsibilities

Employees General Duties - It shall be the duty of every employee while at work: -

- To co-operate with his employer so far as it is necessary to enable any duty placed on that employer by the provisions of the Electricity at Work Regulations 1989 to be complied with; and
- To comply with the provisions of the Electricity at Work Regulations 1989 to the extent that they relate to matters which are within their control.
- Make full and proper use of all protective equipment and satisfy themselves the services are isolated before they work on the system.
- Report any defect in the electrical system or plant owned or used by the Company.
- When a permit to work system is required or in force, they must ensure that they adhere to the safety procedure.

### **17.11 Health and Safety at Work Act 1974**

This act is to promote, stimulate and encourage high standards of health and safety at work. It protects not only all people at work - whether employers, employees, or self-employed - but also the health and safety of the general public who may be affected by work activities

### Employer Responsibilities

Employers must safeguard so far as reasonably practicable, the health, safety and welfare of the people who work for them. This applies in particular to the provision and maintenance of safe plant and systems of work, and covers all machinery, equipment and appliances used.

All reasonably practicable precautions must be taken in the use and handling of any substance likely to cause a risk to health. All storage and transport arrangements should be kept under review.

Employers need to provide any necessary information, instruction and training in safe practices. Consider specific training needs with particular reference to processes and activities with special hazards.

Provide a safe place of work including safe means of access to and egress from it. Welfare facilities and arrangements must be adequate.

### Employee Responsibilities

Employees must take reasonable care to avoid injury to themselves or to others by their work activities, and to co-operate with employers and others. Employees must not interfere with or misuse anything provided to protect their health, safety or welfare.

## 17.12 Control of Vibration at Work Regulations 2005

The Control of Vibration at Work Regulations 2005 is intended to reduce the ill health effects caused by hand-arm and whole-body transmitted vibration and lays down several action limits.

### Employer Responsibilities

Employers are required to take action to reduce the person's risk when a daily exposure action value of  $2.5\text{m/s}^2$  is reached or exceeded over an 8h period. It is the employer's duty to ensure that an employee's daily exposure limit value of  $5\text{m/s}^2$  is not exceeded over an 8h period.

To ensure that the Company achieves an ongoing reduction in the risk of vibration exposure to employees, we will ensure that the lowest vibration equipment suitable for the task is selected and procured where possible. Prior to purchasing any new equipment however, alternative ways of working without using vibration equipment will initially be considered.

To meet the statutory duty regarding hand -arm and whole-body vibration under the Control of Vibration at Work Regulations 2005 we will:

- Assess the risk to all employees from all processes thought to involve regular exposure to vibration. The risk assessment process must consider:
  - Type of work equipment
  - Tasks to be completed
  - Frequency of the task
  - Level of vibration
  - Duration of exposure period
- Introduce a programme of appropriate control measures where there is likely to be a risk from exposure to vibration to eliminate/reduce this exposure to a minimum. Exposure will be maintained so far as is reasonably practicable to below the exposure limit values.
- Take immediate action when an employee's hand-arm exposure exceeds the daily exposure limit of  $5\text{m/s}^2 A(8)$  or when an employee's whole-body vibration exposure exceeds the daily exposure limit of  $1.15\text{m/s}^2 A(8)$ .
- Where the manufacturer warns of a risk from whole-body vibration the Directors will check that the work equipment is suitable for the task, good driving techniques are adopted, driving time is limited to short periods only and that the work equipment is suitably maintained. Relevant employees and their supervisors will be informed of the risk so that the control measures can be routinely monitored.
- Provide adequate information, training and supervision to relevant employees on the health risks from vibration, how to recognise and report symptoms, how to safely use the work equipment and the measures that are in place to control the risk.
- Provide health surveillance through to those employees assessed to be regularly exposed to hand –arm vibration levels above the action value, or those employees whose health continues to be at risk.
- Select and provide suitable work equipment to employees, having regard for the health and safety risks, including vibration.
- Select and provide personal protective equipment where appropriate e.g. thermal gloves to keep hands warm. Employees should be advised on the use of any PPE provided and its maintenance regime.
- Introduce appropriate maintenance programmes for the identified equipment to prevent avoidable increases in vibration.
- Review the effectiveness of the control measures and the risk assessment on a regular basis.

### Employee Responsibilities

It is the duty of employees to exercise personal responsibility for health and safety matters. This includes using any control measure that the Company has put in place to reduce any risk from vibration exposure and immediately report any hand-arm/whole body vibration symptoms to the Operations & Administration Director.

### 17.13 Control of Asbestos Regulations 2012

Anyone who owns, occupies, manages or otherwise has responsibility for the maintenance and repair of buildings that may contain asbestos.

The Control of Asbestos Regulations 2012 requires all duty holders as a part of their ongoing asbestos management to have a written Asbestos Management Plan. The document details what steps should be taken to effectively manage all items of asbestos.

The Asbestos Management Plan will be available for reference and use to all those who plan, supervise or carry out maintenance works or special projects on any part of the site. In addition, it will also be made available for staff and contractors upon request. The Plan is held in hard copy within the Administration Department.

Information regarding the location and condition of asbestos for the Company has been recorded in an Asbestos Register for the building; the Asbestos Register is based on surveys undertaken.

There can be more than one Duty holder. If there is more than one Duty holder, the relative contribution to be made by each person complying with the requirements of the Regulations will be determined by the nature and extent of the maintenance and repair obligation owed by that person.

The following are some points of the obligations to maintain an asbestos register in relation to non-domestic premises. These are very short summaries to point the appropriate person in the right direction in complying with the Regulations.

- An Asbestos Register must be kept and maintained at the premises and updated on a regular basis.
- To ensure the management of the risk from asbestos, the Duty holder must make sure that a suitable and sufficient assessment is carried out as to whether asbestos is or is liable to be present in the premises.
- This assessment must include a record of the building plans, age of the premises and all other relevant information. An easily accessible record of this information must be kept at the premises in the Asbestos Register.
- The Duty holder is under an obligation to ensure that the conclusions of the assessment and every review are recorded. If the assessment shows that asbestos is or is liable to be present, then the Duty holder must ensure that a determination of the risk from the asbestos is made, with a written plan identifying those parts of premises concerned. A record of the measures which are to be taken for managing the risk should be specified in a written plan in the Asbestos Register and acted upon.
- Whether a type of asbestos work is either licensable, NNLW or non-licensed work has to be determined in each case and will depend on the type of work you are going to carry out, the type of material you are going to work on and its condition. The identification of the type of asbestos-containing material (ACM) to be worked on and an assessment of its condition are important parts of your risk assessment, which needs to be completed before you start work.
- Work should not be undertaken with regard to asbestos without checking if a licence is required by the Executive. A plan of work compliant with the Regulations will be required before works can be undertaken.
- There is an obligation to prevent or reduce the exposure to asbestos in so far as it is reasonably practicable.
- An appropriate person should be given control of the Asbestos Register, as the Health and Safety Executive can attend the premises at any time and ask to inspect the Register.
- Also from a practical point of view, by keeping an up to date Asbestos Register, if there is asbestos present at the premises and work is being undertaken to the premises, the contractors will know immediately if there are any areas affected by asbestos. If asbestos is discovered and is not included on the Register and is not included in the planned work cease work immediately and the Duty holder should be involved. The information in the Asbestos Register should also be made available to the emergency services if they are ever required to attend the premises.

- It is worth ensuring that more than one person in your organisation knows of the Asbestos Register to ensure that it is used appropriately and to prevent any accidents occurring.
- There are further obligations to keep health records and carry out medical surveillance of employees exposed to asbestos.
- Failure to comply with The Control of Asbestos Regulations 2012 is an offence which can result in an enforcement notice and potentially a fine.

This is a summary of the main points of The Control of Asbestos Regulations 2012 and is not definitive list and is intended to provide guidance as to the obligations set down by the Regulations

### Employee Responsibilities

To comply with Company procedures and reported any suspected asbestos to the Directors.

### **17.14 The Construction Design and Management Regulations 2015**

The Company's key tasks on Customers sites under the CDM 2015 during a Construction Phase:

Provide to the **principal contractor**:

- Evidence of skills, training and experience relevant to the risks that the project exposes workers to.
- Details of arrangements to ensure safe completion of own works.
- Requests to sub-contract elements of the work.
- Relevant information for the health and safety file.
- Evidence that the appropriate supervision will be provided, which takes into account the level of skills, knowledge, training and experience as well as the likely behaviour of the workers.
- Details of any changes to your planned working method in case it has an impact on other plans.
- Identify the hazards of their work, assess the risk arising from these hazards and tell the principal contractor how these risks are to be controlled.
- Inform the principal contractor of any death, injury, ill health or dangerous occurrence
- Provide the principal contractor with information to be included in the health and safety file
- Co-operate with the principal contractor and other contractors
- Comply with the rules in the health and safety plan

Provide to **workers**:

- Information, instruction and training as necessary.
- Opportunities for them to have an input into how the work should be carried out.
- With a suitable site induction that includes details of welfare facilities and site rules.
- Information about the risks to their health and safety and how these should be controlled.
- Clear instructions about what to do in the event of serious and imminent danger.
- Arrangements for reporting unsafe behaviours or conditions.

Throughout the project, keep your workers informed of any changes or risks that may affect their health and safety, for example by giving them daily task briefings.

Contractors' duties under the CDM Regulations are essentially in support of those on the principal contractor.

As well as these duties, contractors still have responsibility for health and safety of their own employees and others affected by their work under existing health and safety legislation, e.g. HASW Act, MHSW Regulations and regulations dealing specifically with construction health and safety.

Contractors need to identify the hazards of their work activities on site and assess the risk which results from this work. The principal contractor needs to be informed of these risks, particularly how they are to be controlled, managed and where they affect others (e.g. members of the public, other contractors and employees of the client). This information may need to be outlined in a safety method statement. The information is essential to the principal contractor to develop and amend the health and safety plan where necessary and ensure coordination of the work activities on site.

Contractors may also have to consult the principal contractor about the risks arising from the work of other contractors where necessary incorporate precautions against these risks in any safety method statements which they prepare.

### 17.15 Safe System of work

The Company's Permit-to-Work system is designed to ensure that those affected are consulted at the planning stage to check that all eventualities have been considered when organising such activities and are an important means of minimising any risks involved.

PTW system may be required in the following instances:

- Where the Risk Assessment indicates 'very high' or 'high risks'
- Entry into confined spaces.
- Working at height.
- Asbestos removal.
- High voltage electrical work.
- Complex maintenance work – usually involving mechanical/electrical/chemical isolation.
- Work in environments which present considerable health hazards, such as :
  - Radiation work.
  - Thermal stress (work in hot or cold environment).
  - Toxic dusts, gases, vapours
  - Oxygen enrichment or deficiency.
  - Flammable atmospheres.
- Loan working.
- Work on or near overhead travelling cranes (7 metre rule).
- Work involving contractors/third parties on site.

Only the **Directors** are authorised to raise permits-to-work.

The permit-to-work will involve following the steps shown below.

- 1) Conduct a thorough risk assessment and determine who is at risk, what control measures are necessary to eliminate the hazards and the level of residual risk.
- 2) Prepare a written system of work identifying the following:
  - i) The level of competence of all operatives and any specialist skills.
  - ii) List Isolation / pre-work precautions.
  - iii) List prohibited activities (communicate to others as necessary).
  - iv) List Plant and Equipment required
  - v) List Personnel Protective Equipment to be used
  - vi) List Sequence of events as planned with identified hazards / residual risks and controls clearly defined.
  - vi) Emergency procedures for all foreseeable risks (ensure that procedures are conveyed to competent persons and fully understood).
- 6) Brief those who will be required to operate under the permit-to-work on the hazards and controls necessary to avoid them being realised.

7) Ensure that those conducting the task know that the safe system must be followed in full and that no other methods or sequence of work are allowed i.e. work must stop, all persons withdrawn and the safe system reviewed by the Authorised Person.

If the safe system is found to be flawed then the Permit must be cancelled, the system of work reassessed, a new permit raised and those conducting the task re-briefed.

8) Display the permit at the work site / isolation point to all ensure that those who need to know do so.

9) Ensure that the work area is clean, tidy and that all safety devices have been replaced and are functioning correctly, prior to inspection by the Authorised person.  
Please note the Authorised Person must not sign the 'hand back' section of the form until the area is in fact clean and safe.

### **Documentation**

In order to ensure successful auditing of the permit system, records of the following must be kept:

- a) details of issued permits.
- b) training provided — subjects covered, names of those trained and the levels of training given
- c) servicing and maintenance records relating to equipment used, eg gas and oxygen detecting instruments, respiratory protection, protective clothing and rescue/emergency items, etc
- d) incidents where permit procedures "failed" so that permit modifications can be considered.

### **Summary**

Permits to work will not prevent incidents unless:

- a) their need and use has been established
- b) their requirements are adhered to
- c) staff are aware and competent
- d) appropriate equipment is available for testing, implementation and rescue.

I acknowledge receipt of the Health & Safety Manual. I have read and understood this document.

NAME..... (BLOCK CAPITALS)

SIGNED.....

DATE.....