

**SCIENTIFIC SERVICES LTD**

**Health and Safety  
Policy and Procedures**

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## Contents

### General Policy

A declaration of our intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of our employees in achieving these goals.

### Organisation and Responsibilities

This section sets out the health and safety responsibilities of key personnel within the organisation.

### Safety Arrangements

This section explains the systems and procedures that will be used to form the basis of our health and safety regime.

### Safety Records (this section may be in a separate folder)

This section contains;

- An Annual Review of our Health and Safety System and Procedures.
- Periodic Checklists created specifically for individual roles and responsibilities.
- A comprehensive source of records relating to statutory examination periodic inspection and testing of the work equipment and installations used by our organisation. Records relating to Fire Safety Management will be found in your Safety Management System.
- A system for keeping health and safety training records.
- A section for accident and incident reporting, and investigation.

## Health and Safety Policy

### General Policy

This Health and Safety Policy contains a plan detailing how we manage our health and safety issues. The policy sets out our commitment to manage risks and provide good standards of health and safety and also to meet our legal duties. Health and safety is an integral part of how we do business as a responsible employer and we have put in place the necessary organisation and arrangements to achieve this. This policy has been initiated after carrying out a full appraisal of our health, safety and welfare requirements and will be reviewed periodically (at least annually).

### Health and Safety General Policy Statement

This is a declaration of our intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of employees towards achieving these goals. The General Policy statement is brought to the attention of all employees by publication in the main policy manual and in the Employee Safety Handbook. It may also be included on notice boards in our premises.

### Organisation

This part of the Policy details the health and safety responsibilities of key personnel within our organisation. These responsibilities are fulfilled by completion of various Safety Records, pro-formas and records in relation to on-going maintenance activities, training, accident reporting, and investigation, and actions that have taken place.

### Relevant legislation

This page sets out details of the main statutes and regulations affecting health and safety at work that are currently in force.

### Safety Arrangements

This part of the Policy explains the systems and procedures in place for managing individual topics or subjects for which our business is responsible.

**To assist us with our duty we have retained Peninsula Business Services Limited to provide information and guidance on how these provisions should be managed and recorded.**

**We accept that we cannot discharge our responsibility for managing health, safety and welfare within the workplace to others outside our employ. Use of the above documents will aid our success in fulfilling these responsibilities.**

# SCIENTIFIC SERVICES LTD

## Health and Safety General Policy Statement

Scientific Services Ltd recognises that it has responsibilities for the health and safety of our workforce whilst at work and others who could be affected by our work activities. We will assess the hazards and risks faced by our workforce in the course of their work and take action to control those risks to an acceptable, tolerable level.

Our managers and supervisors are made aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of our workforce and anyone else likely to be affected by the operation of our business.

This business intends meeting its legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved by;  providing leadership and adequate control of identified health and safety risks;

- consulting with our employees on matters affecting their health and safety;
- providing and maintaining safe plant and equipment;
- ensuring the safe handling and use of substances;
- providing information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language;
- ensuring that all workers are competent to do their work, and giving them appropriate training;
- preventing accidents and cases of work related ill health;
- actively managing and supervising health and safety at work;
- having access to competent advice;
- aiming for continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy; and
- the provision of the resource required to make this policy and our health and safety arrangements effective.

We also recognise;

- our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also remind them of their duty to take reasonable care for themselves and for others who might be affected by their activities. These duties are explained on first employment at induction and also set out in an Employee Safety Handbook, given to each employee, which sets out their duties and includes our specific health and safety rules.

Signature .....  ..... Date 29/01/2021

Position .....Managing Director.....

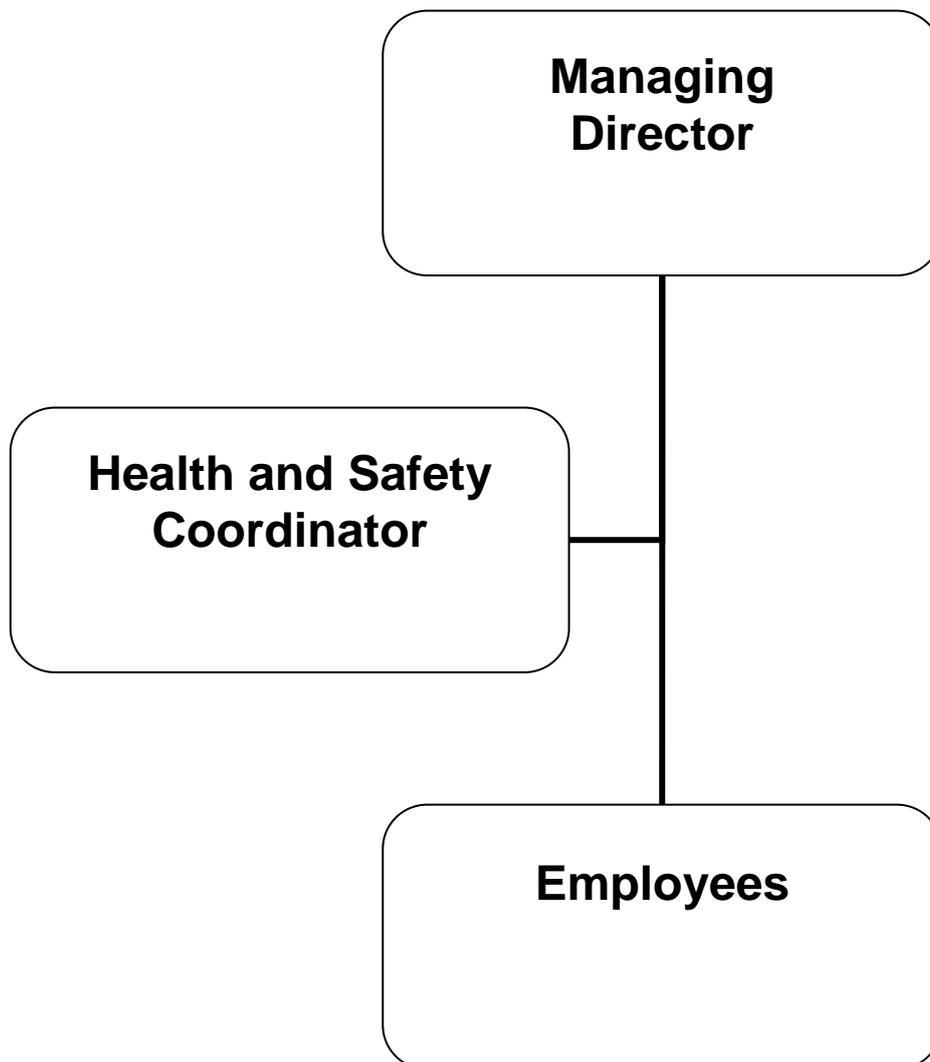


## Organisation

### Health and Safety Management Structure

Although the Managing Director has overall responsibility for the implementation of this policy day to day responsibility for particular issues has been delegated to key personnel.

The management structure within our business is shown here and the allocation of day to day responsibility for particular health and safety issues is shown in the Responsibility Chart which appears later in this document.



## Health and Safety Management Responsibilities

The Managing Director has recognised that they retain overall responsibility for health and safety matters. They also recognise that the business needs to take action in respect of the key points listed here. In managing these matters emphasis is placed on recognising hazards and potential risks and then taking steps to minimise their effects on employees and others.

### General

- Provide and resource an effective health and safety management system.
- Make arrangements to consult with employees on health and safety matters.
- Arrange and maintain appropriate Employers' Liability Insurance cover.
- Ensure that health and safety implications are considered when acquiring new equipment and machinery.
- Ensure that contractors (when used) are competent and monitored during work.
- Ensure that a process is in place to identify and report hazards.
- Ensure that all employees receive appropriate health and safety training.
- Provide measures to protect the health and safety of employees working alone.
- Monitor the health and safety performance of the organisation.

### Occupational Health

- Ensure that adequate procedures are in place to identify and address occupational health risks.
- Ensure that the measures required to reduce and control employees' exposure to occupational health risks are in place and used.
- Implement measures to reduce stress within the workplace.

### Accidents, Incidents and First Aid

- Record accidents and incidents.
- Complete accident and incident investigations, identify causes and measures for prevention.
- Ensure that applicable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority.
- Ensure that adequate first aid arrangements are in place.

### Fire and Emergency Arrangements

Ensure that;

- Adequate arrangements are in place to deal with fire safety at our premises or at our member's premises.
- Employees are aware of the fire and evacuation arrangements and other emergency procedures.
- Emergency equipment is provided, tested and maintained appropriately.
- Adequate Fire Risk Assessments are completed.

## **Risk Assessment**

Ensure that;

- Risk assessments are complete and Safe Systems of Work are produced for all activities that pose a significant risk of harm.
- Risk assessments are documented.
- The outcomes of risk assessments are carefully explained to the workforce.

## **Premises**

- Provide a suitable and safe working environment for employees with adequate welfare facilities.
- Ensure that the fixed electrical installation is adequately installed and maintained.
- Introduce and maintain measures to control and manage the risks from asbestos.
- Ensure good housekeeping standards are instigated and maintained.
- Provide suitable and sufficient maintenance of the facilities provided within the workplace.

## **Equipment**

Ensure that;

- All equipment provided by the organisation is suitable and properly used.
- All work equipment is adequately maintained and safe.
- Portable electrical appliances are adequately maintained, inspected and tested.
- Appropriate hand tools are provided and maintained.
- Any Personal Protective Equipment (PPE) provided gives suitable protection, is used and that employees are given information, instruction and training on its use.

## **Substances**

Ensure that;

- All substances are used safely.
- All substances are appropriately stored.

The Responsibility Table on the next page identifies the specific health and safety responsibilities and identifies the individuals they are allocated to. Employees with allocated responsibilities should refer to the associated Safety Arrangements set out later in this policy document.

## Monitoring

The operation of this policy and arrangements is actively monitored through the periodic review of our completed Safety Record Forms and also by using Periodic Workplace Checklists. The Managing Director has overall responsibility for this, but some of the routine tasks may be delegated. We also use an Annual Health and Safety Review form to determine whether our existing health and safety procedures and arrangements are adequate.

People who have delegated responsibilities under this policy will also complete Periodic Checklists of compliance with the policy and procedures arranging for remedial actions to be taken where necessary. The outcomes of these periodic reviews will also be taken into account during the annual review.

Monitoring and review help us to check the effectiveness of our Safety Management System.

## Responsibility Table

*This Responsibility Table shows the allocation of responsibility for particular health and safety issues to named people or management positions.*

**Key**

MD - Managing Director

H&S Co - Health and Safety Coordinator

Safety arrangements	MD	H&S Co
Managing Safety & Health at Work	✓	
Accident, Incident, Ill Health Reporting and Investigation	✓	
Workplace H&S Consultation - One-to-one	✓	
Risk Assessment and Hazard Reporting	✓	
Occupational Health and Health Surveillance	✓	
Substance & Alcohol Abuse	✓	
Purchasing	✓	
New and Expectant Mothers		✓
Employing Children & Young Persons		✓
Lone Working		✓
Health & Safety Training		✓
Health & Safety of Visitors		✓
Personal Protective Equipment		✓
Safe Systems of Work	✓	
Action on Enforcing Authority Reports	✓	
Equality and Disability Discrimination Compliance	✓	
Fire Safety - Arrangements and Procedures		✓
First Aid		✓
The Control of Hazardous & Non Hazardous Waste	✓	
Site Work		✓
Electrical Safety		✓
The Provision, Use & Maintenance of Work Equipment		✓
Office Equipment		✓
Access Equipment		✓
Work in Confined Spaces	✓	
Occupational Road Safety		✓
Manual Handling		✓
Display Screen Equipment & DSE User Eye Tests & Spectacles		✓
Use of Chemical Agents & Substances		✓
Asbestos at Work-Survey No ACMs & Off Site Risk	✓	
Stress in the Workplace	✓	

<b>Safety arrangements</b>	MD	H&S Co
Contractor Control & Management	✓	
CDM- Contractor or Subcontractor	✓	

**Note:**

People with delegated responsibilities for health and safety issues should ensure that the required risk assessments and safety records are completed, either by them or by others and that the required control measures are implemented when work activities take place.

Where more than one person has been assigned responsibility to a particular subject, each should ensure that they have fulfilled their responsibilities in the areas under their control and completed the relevant records. Together they need to check that collectively the organisation has covered all aspects of safety management for the subject.

## Relevant Legislation

In most cases Health and Safety legislation requires common sense, reasonably practicable precautions to avoid the risk of injury or ill-health at work. Our Health and Safety Management System does not quote specific legal references; giving instead the information and detail of what is required in practice to secure compliance. If the guidance and requirements of our Health and Safety Management System are adopted compliance with the legal requirements will be achieved.

This page sets out, for the record, details of the main statutes and regulations affecting health and safety at work that were in force when this policy was prepared. The BusinessSafe Online Reference Library contains a similar list which will always be up to date. The document is titled 'Health and Safety Legislation (UK)'.

Not every piece of the legislation will apply to our operation on a day to day basis, but we need to be aware of them should circumstances change.

Further detail and access to the specific wording of each of these legal requirements is available from the BusinessSafe 24 Hour Advice Service on 0844 892 2785.

- Building Regulations 2010 (as amended)
- European Regulation (EC) No 2016/425/2016 on Personal Protective Equipment
- European Regulation (EC) No 2008/1272 on classification, labelling and packaging of substances and mixtures
- European Regulation (EC) No 2003/2003 concerning the export and import of dangerous chemicals, as amended
- Classification, Labelling and Packaging of Chemicals (Amendments to Secondary Legislation) Regulations 2015
- Confined Spaces Regulations 1997
- Construction (Design and Management) Regulations 2015
- Control of Artificial Optical Radiation at Work Regulations 2010
- Control of Asbestos Regulations 2012
- Control of Electromagnetic Fields at Work Regulations 2016
- Control of Lead at Work Regulations 2002
- Control of Major Accident Hazard Regulations 2015
- Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Control of Vibration at Work Regulations 2005
- Corporate Manslaughter and Homicide Act 2007
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Electricity at Work Regulations 1989
- Employers Liability (Compulsory Insurance) Regulations 1998 (as amended)
- Employment of Women, Young Persons and Children Act 1920.
- Equality Act 2010
- Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended)

- Gas Appliances (Safety) Regulations 1995 (as amended)
- Gas Safety (Installation and Use) Regulations 1998
- Gas Safety (Management) Regulations 1996
- Hazardous Waste Regulations 2005 (as amended)
- Health and Safety Offences Act 2008
- Health and Safety at Work etc. Act 1974
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First Aid) Regulations 1981 (as amended)
- Health and Safety Information for Employees Regulations 1989 (as amended)
- Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended)
- Health and Safety (Sharp Instruments in Healthcare) Regulations 2013.
- Health and Safety (Training for Employment) Regulations 1990
- Health and Safety at Work etc. Act 1974 (General Duties of Self-Employed Persons) (Prescribed Undertakings) Regulations 2015
- Ionising Radiations Regulations 1999
- Lifting Operations and Lifting Equipment Regulations 1998
- Lifts Regulations 2016
- Management of Health and Safety at Work Regulations 1999 (as amended)
- Manual Handling Operations Regulations 1992 (as amended)
- Notification of Cooling Towers and Evaporative Condensers Regulations 1992
- Personal Protective Equipment at Work Regulations 2002
- Pressure Systems Safety Regulations 2000
- Provision and Use of Work Equipment Regulations 1998
- Radiation (Emergency Preparedness and Public Information) Regulations 2001
- The Registration, Evaluation, Authorisation and Restriction of Chemicals Regulations 2007 (REACH)
- Regulatory Reform Fire Safety Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Safety Representatives and Safety Committees Regulations 1977
- Work at Height Regulations 2005 (as amended)
- Workplace (Health, Safety and Welfare) Regulations 1992
- Working Time Regulations 1998 (as amended)

## Safety Arrangements Table

Ref. Number	Title	Publication Date
SA1-1	Managing Safety & Health at Work	v1
SA1-3	Accident, Incident, Ill Health Reporting and Investigation	v2
SA1-5	Workplace H&S Consultation - One-to-one	v1
SA1-6	Risk Assessment and Hazard Reporting	v2
SA1-7	Occupational Health and Health Surveillance	v1
SA1-8	Substance & Alcohol Abuse	v1
SA1-9	Purchasing	v1
SA1-11	New and Expectant Mothers	v2
SA1-12	Employing Children & Young Persons	v1
SA1-13	Lone Working	v2
SA1-14	Health & Safety Training	v1
SA1-15	Health & Safety of Visitors	v1
SA1-17	Personal Protective Equipment	v1
SA1-20	Safe Systems of Work	v1
SA1-21	Action on Enforcing Authority Reports	v1
SA1-22	Equality and Disability Discrimination Compliance	v2
SA 2-1	Fire Safety - Arrangements and Procedures	v2
SA3-1	First Aid	v2
SA3-6	The Control of Hazardous & Non Hazardous Waste	v2
SA3-13a	Site Work	v2
SA4-1	Electrical Safety	v1
SA4-2	The Provision, Use & Maintenance of Work Equipment	v1
SA4-4	Office Equipment	v1
SA4-21	Access Equipment	v2
SA4-24	Work in Confined Spaces	v1
SA4-31	Occupational Road Safety	v2
SA5-9	Manual Handling	v3
SA5-11	Display Screen Equipment & DSE User Eye Tests & Spectacles	v2
SA5-14	Use of Chemical Agents & Substances	v2
SA5-16E	Asbestos at Work-Survey No ACMs & Off Site Risk	v1a
SA5-18	Stress in the Workplace	v1
SA7-2	Contractor Control & Management	v1
SA7-4e	CDM- Contractor or Subcontractor	v2



## MANAGING SAFETY AND HEALTH AT WORK

We recognise the business benefits that can accrue from the effective management of safety and health at work. To obtain these benefits for our company we have recognised the need for an effective management system and have taken steps to put such a system in place.

We have done this by;

- Nominating an individual member of the senior management to take responsibility for managing safety and health at work.
- Providing adequate resources
- Providing such health and safety information, instruction and training for all workers as is necessary for them to be able to work without risk to their health or safety so far as is reasonably practicable.
- Recording and analysing all reportable accidents, minor accidents, near-miss incidents and dangerous occurrences.
- Reporting reportable accidents within the statutory timescales (information is in our Guidance Notes).
- Providing and recording relevant training.
- Routinely reviewing the operation of our reporting system.
- Having access to competent health and safety advice.

The person nominated with responsibility for overseeing this organisation's arrangements for managing safety and health at work is identified within the Responsibility Table of our Health and Safety Policy.

## MANAGING SAFETY AND HEALTH AT WORK

### Action Plan

**In order to meet our legal obligations to manage safety and health at work we need to;**

1. Identify a person to take responsibility for managing health and safety in our business activities.
2. Ensure that the responsible person understands their duties and responsibilities.
3. Provide adequate training for that person.
4. Give that person the authority required and the resource necessary for them to fulfil their role.
5. Plan our management of health and safety at work, set up and maintain systems that will deliver a satisfactory health and safety performance.
6. Explain to our workers, Supervisors and Managers the nature of our arrangements for managing health and safety at work.
7. Ensure that all our workers are aware of the need to make concerns about health and safety at work known and report accidents, incidents and cases of work-related ill health to their Managers.
8. Review our arrangements from time to time to ensure that they are fully understood and are operating correctly.

Advice and guidance on the reporting requirements and reporting system can be found in our Guidance Note 1-1 – Managing Safety and Health at Work.

## ACCIDENT, INCIDENT, ILL-HEALTH REPORTING AND INVESTIGATION

We encourage our employees to report all personal injury accidents, near miss incidents (dangerous occurrences) and ill-health that happen in the course of their work so that we can investigate the causes, learn from experience and improve our management of health and safety. We also use the information to help us meet our obligations under the legislation requiring accidents to be reported to the Enforcing Authority.

We do this by;

- Nominating an individual member of staff to be responsible for investigating, recording and reporting accidents, incidents and cases of work related ill-health.
- Having accident, incident and work related ill-health reporting procedures.
- Recording and analysing all reportable accidents, minor accidents, near-miss incidents (dangerous occurrences) and work related ill-health.
- Reporting reportable accidents, dangerous occurrences and work related ill-health within the statutory timescales (information is in our Guidance Notes).
- Developing and implementing investigation protocols and policies.
- Providing and recording relevant training.
- Ensuring that those carrying out investigations are competent.
- Routinely reviewing the outcome of investigations and the operation of our reporting system.

The personnel responsible for reporting accidents, dangerous occurrences and work related ill-health are identified within the Responsibility Table of our Health and Safety Policy.

## ACCIDENT, INCIDENT, ILL-HEALTH REPORTING AND INVESTIGATION

### Action Plan

**In order to meet our legal obligations to manage effectively the health and safety of our workforce and report accidents, incidents and cases of work related ill health to the Enforcing Authority we need to;**

1. Identify people to be responsible for investigating the cause of injuries, incidents and ill-health and to manage our reporting arrangements.
2. Ensure that the people nominated with responsibility for these arrangements have the knowledge and experience to carry out investigations and operate the system effectively.
3. Provide suitable training for those who don't.
4. Create the systems and make sure all members of our workforce, including managers and supervisors are aware of and understand them.
5. Provide an accident book, implement the procedures, and ensure that they are followed in practice.
6. When investigating consider;
  - a. the time and date of the event, the prevailing weather conditions and local lighting.
  - b. what was happening or what the injured person and any witnesses were doing.
  - c. risk assessments or safe systems of work for the task being carried out and details of relevant training given to the injured party and others involved.
  - d. obtaining witness statements, where possible.
  - e. making a sketch of the accident area, include accurate measurements, if appropriate.
  - f. taking photographs of the site; record any unusual or causal features present.
  - g. making observational notes on the potential causation, noting features, equipment defects or work practice that may have contributed to the eventual outcome.
  - h. the underlying, as well as the immediate, causes of the event.
7. Keep a written record of investigations.
8. Review the causes of the events that have occurred to consider whether similar events could be prevented by the introduction of reasonably practicable control measures.
9. Monitor and review the operation of this procedure from time to time to check that the investigation and reporting procedures are understood, are being followed in practice and that lessons learned are being put into practice.

For information and advice see;

Guidance Note 1-3 – Accident, Incident and Ill-Health Reporting.

Guidance Note 1-4 – Accident Investigation.

## WORKPLACE HEALTH AND SAFETY CONSULTATION

We have a duty to consult with our workforce on matters affecting their health, safety and welfare whilst at work. To meet this obligation we have established a process for Managers to consult with employees and elected safety representatives about work-related health, safety and welfare issues. We also use this system to deliver simple safety messages and rules through short tool-box talks.

We do this by:

- Nominating Supervisors and Managers to organise and hold consultation meetings and tool box talks.
- Arranging scheduled formal consultation meetings or tool box talks between Managers, elected representatives and employees (see also Guidance Note – Workplace Health and Safety Consultation).
- Developing and implementing consultation procedures.
- Implementing and undertaking where necessary a ‘one to one’ consultation process with individual employees. Details of such sessions will be recorded.
- Taking and keeping minutes of consultation meetings, making them available to all staff.
- Being seen to listen and act on issues and concerns raised during ‘one to one’ consultation meetings.

The management and supervisory personnel responsible for implementing and operating this consultation process are identified within the Responsibility Table of our Health and Safety Policy.

## WORKPLACE HEALTH AND SAFETY CONSULTATION

### Action Plan

To set up a system for consulting with our workforce on health and safety at work matters we need to;

1. Ensure that the people nominated with responsibility for these arrangements have the knowledge and experience to operate the system effectively.
2. Provide suitable training for those who don't.
3. Create the system and make sure it is known to all members of our workforce.
4. Consider as part of the system;
  - a. recognising and involving representatives of the workforce from all levels.
  - b. permitting employee representatives to have time off to attend relevant health and safety training.
  - c. provide training for employee representatives if necessary or beneficial to the process.
  - d. scheduling health and safety as an agenda item for Consultation meetings.
  - e. implementing and undertaking 'one to one' consultation sessions with individual employees.
  - f. formally recording the outcomes of all consultation meetings and retaining these records.
  - g. making the outcomes of consultation meetings available to all those employees affected by them.
5. Explain these arrangements to our workforce. Ensure they are understood.
6. Implement the procedure and ensure that it is followed in practice.
7. Monitor and review the operation of this procedure from time to time to check that our workforce is consulted about health and safety matters that affect them whilst at work.

Advice and guidance on consultation arrangements and procedures can be found in our Guidance Note 1-5 – Workplace Health and Safety Consultation.

## RISK ASSESSMENT AND HAZARD REPORTING

We have a duty to assess the significant risks arising out of our business activities and for specific areas of concern. We have a duty to implement the findings of these risk assessments to ensure the safety, health and welfare of our employees and others who may be affected by our work activity.

To support this process and our management of health and safety we encourage our employees to report all hazards observed in the course of their work, so that potential risks can be identified and the appropriate action taken.

We do this by:

- Nominating senior staff members to oversee our risk assessment process and hazard reporting procedure.
- Ensuring that risk assessments are undertaken by competent, trained personnel.
- Developing risk assessments procedures, Safe Systems of Work and measures to effectively control the work activities within our work premises.
- Explaining the results of risk assessments to our workforce.
- Implementing the findings of the risk assessments, procedures, strategies, Safe Systems of Work and control measures.
- Implementing hazard reporting procedures and explaining them to our workforce.
- Recording and analysing hazards when they occur and investigating corrective and preventive measures.
- Employees and others following our procedures, control measures and Safe Systems of Work.
- Regular review of existing risk assessments and identifying the need for additional assessments.
- Providing and recording relevant training.
- Routinely reviewing the operation of our systems.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

We use the experience from operating these arrangements to make improvements to our safety, health and welfare management system.

## RISK ASSESSMENT AND HAZARD REPORTING

### Action Plan

**For our risk assessment process to be sufficiently robust to protect the health, safety and welfare of our employees and those affected by our work activity we need to;**

1. Nominate a senior manager to take responsibility for identifying hazards and managing and co-ordinating risk assessment.
2. Appoint and train sufficient numbers of staff in the process of risk assessment.
3. Systematically identify the hazards to which our workforce and others are exposed.
4. Provide a means for the workforce to identify and report hazards or potential hazards to their managers.
5. Consider the risks from those hazards, however recognised, identifying people at risk.
6. Evaluate the risks and decide if further precautions are required.
7. In significant cases, record our findings.
8. Implement those findings.
9. Involve Managers and workers in identifying hazards and carrying out risk assessments.
10. Explain the results of risk assessments to any affected staff and detail any new precautions or systems of work they need to follow.
11. Review risk assessments on a regular basis, commensurate to the risk.
12. Review our arrangements from time to time to ensure that they are fully understood and operating correctly.

For information and advice see;

Guidance Note 1-6 – Hazard Reporting.

Guidance Note 1-10 – Risk Assessment.

## OCCUPATIONAL HEALTH and HEALTH SURVEILLANCE

We have a duty to ensure the health and wellbeing of our employees who may be affected by the incidence of ill health arising from their work activities. We shall implement systematic, regular and appropriate procedures to detect early signs of work-related ill health among employees exposed to certain health risks; and acting on the results.

We do this by;

- Nominating senior staff members to coordinate and manage health surveillance screening programmes.
- Developing and implementing strategies, procedures etc.
- Ensuring that the development of the strategies and procedures relating to health surveillance are undertaken by competent, trained personnel.
- Ensuring that Managers, employees and others follow our procedures and rules.
- Providing and recording relevant training.
- Recording Health Surveillance.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we coordinate health surveillance.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

## OCCUPATIONAL HEALTH and HEALTH SURVEILLANCE

### Action Plan

#### To set up a health surveillance system we need to;

1. Consider our activities and identify where and when workers may be exposed to health risks.
2. Risk assess that work, identifying if any exposure is above the limit value or the action value set by law.
3. Where exposure is above the exposure limit take immediate steps to reduce exposure to below the limit value.
4. Consider issues including:
  - a. Are any groups or individual workers at particular risk?
  - b. Health Surveillance is normally required for exposure to
    - i. Chemical hazards - dusts, fumes, solvents, liquids or gases.
    - ii. Biological hazards - bacteria, viruses, animals, plants and food stuffs.
    - iii. Physical hazards - musculoskeletal injuries, noise, vibration, extreme heat and cold.
    - iv. Stress - excessive workloads and tasks which affect their emotions.
    - v. Asbestos, lead, work in compressed air.
  - c. What is the level of surveillance required?
    - i. A 'responsible person' looking for a clear reaction where someone is working with something that could harm their health, e.g. for dermatitis, checking for skin damage on hands where solvents are being used.
    - ii. A 'qualified' person asking employees about symptoms of ill health or inspecting or examining individuals for signs of ill health, e.g. conducting a hearing test, or a lung function test.
    - iii. Medical surveillance by a doctor, which can include clinical examinations to look for a reaction from exposure to some chemicals.
  - d. Keeping confidential individual health records where required
  - e. Are baseline health assessments required when a person takes up or changes job?
5. Explain these arrangements to our workforce. Ensure they are understood.
6. Provide training where required and information for staff nominated with responsibility.
7. Implement the procedure and ensure that it is followed in practice.
8. Report cases of whole body vibration which result in a worker being unfit for work and which are confirmed by a medical practitioner to the Enforcing Authority.
9. Monitor and review the operation of this procedure from time to time making changes identified as necessary.

Information and advice on health surveillance can be found in Guidance Note 1-7. See also Guidance Notes 5-1 and 5-29 for advice on specific occupational health and health surveillance issues.

## SUBSTANCE and ALCOHOL ABUSE

We have a duty to protect the safety, health and welfare of our employees and others from the hazards that may arise as a result of workers abusing alcohol and other substances.

We do this by:

- Nominating senior staff members to coordinate and manage our substance and alcohol abuse policies and provision.
- Developing and implementing strategies, policies and procedures.
- Providing competent accredited trained personnel to provide support and counselling services.
- Employees and others adhering to the contents of our procedures and policies.
- Providing and recording relevant training
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from substance abuse.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

## SUBSTANCE and ALCOHOL ABUSE

### Action Plan

**To protect workers and others from the risks of working with people who abuse substances and alcohol we need to;**

1. Develop a policy for dealing with workers whose abuse of substances and alcohol put other people at work at risk.
2. Consider;
  - a. The problem should be treated as an illness.
  - b. The problem can be successfully treated.
  - c. Disciplinary action is a last resort.
  - d. Sufferers may find it difficult to admit to a problem.
  - e. It is easier to take action in the early stages of the condition.
  - f. Staff should be able to identify early signs of problems.
  - g. Advice is available from many organisations including local Health Authorities.
3. Develop a policy and procedure based on these considerations.
4. Explain these arrangements to our workforce. Ensure they are understood.
5. Provide training and information, where required, for staff nominated with responsibility so that they are able to identify workers with substance abuse problems.
6. Implement the procedure, identify who is to provide support and counselling services and ensure that it is followed in practice.
7. Ensure that staff, particularly Managers and Supervisors, remains aware of our procedure although we hope and expect it will not be required in practice.
8. Monitor and review the operation of this procedure whenever it has been used, making changes identified as necessary or beneficial.

Information and advice on this subject can be found in our Guidance Note 1-8 - Substance and Alcohol Abuse.

## PURCHASING

We have a duty to ensure the safety, health and welfare of our employees and others who enter our premises and we have systems in place to protect these groups from any adverse effects of all plant, equipment, supplies and substances that we purchase to support our work activities.

Our systems consist of:

- Nominating senior staff members to identify and manage the organisation's safe purchasing requirements.
- Developing and implementing a purchasing policy, identifying the safest available options.
- Ensuring that this policy is implemented by trained and competent staff.
- Ensuring that the equipment purchased is safe, adequate and suitable for its purpose, and that safety devices and other control measures are fitted.
- Providing adequate and sufficient personal protective equipment to employees.
- Providing relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to our purchasing policy.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

## PURCHASING

### Action Plan

**To ensure that we purchase work equipment and substances that are safe, so far as is reasonably practicable, when used by our workers and others we need to;**

1. Identify who in our company is authorised to purchase equipment, supplies and substances. Consider whether they need specific training for certain health and safety conditions.
2. Consider where we buy equipment and substances.
3. Obtain Manufacturer's Safety Data Sheets for the substances we purchase and consider the hazard and risk data provided.
4. When buying equipment specify in purchase orders that it complies with relevant European or National Standards.
5. On receipt of new equipment check that where relevant it bears compliance markings.
6. Involve workers in developing a procedure based on these considerations.
7. Explain these arrangements to our workforce. Ensure they are understood.
8. Provide training where required and information for staff nominated with responsibility.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time, making changes identified as necessary or beneficial.

Information and advice about health and safety on this subject can be found in our Guidance Note 1-9 – Purchasing.

## NEW AND EXPECTANT MOTHERS

We have a duty to protect the health of new and expectant mothers from hazards that might be present in the workplace. We also have a duty to assess the risks to women of child bearing age from our activities and inform them of any potential risks that might affect a pregnancy.

We do this by:

- Nominating senior staff members to identify and assess the hazards which pose risk to new and expectant mothers.
- Developing and implementing systems and procedures that will protect all women of child bearing age from risks to unborn children.
- Developing and implementing systems and procedures that will protect new and expectant mothers and their children from hazards and risks in our workplace or risks from the work activity.
- Considering the personal needs of each new and expectant mother.
- Ensuring that the assessments are sensitively carried out by competent, trained personnel.
- Implementing the findings of each assessment.
- New and expectant mothers and other workers following agreed procedures and control measures.
- Recording our assessments and agreed plans.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage potential risks to new and expectant mothers.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

## NEW AND EXPECTANT MOTHERS

### Action Check List

**To protect the health of new and expectant mothers and women of child bearing age we should;**

1. Assess the risks that our business activities may have on women of child bearing age and any potential foetus.
2. Inform the workforce of those risks.
3. Reduce those risks so far as is reasonably practicable.
4. Assess the risks to any worker who notifies us that they are pregnant or are returning to work after having given birth.
5. Consider factors such as;
  - a. Substances to which they might be exposed.
  - b. The size and shape of their workstation.
  - c. Posture.
  - d. Vibrations.
  - e. Environmental factors.
  - f. Ability to stand or sit for long periods.
  - g. Night working.
  - h. Lifting and carrying.
  - i. Noise levels.
  - j. Welfare arrangements.
6. Discuss the results of the risk assessment with the worker.
7. Consider how to reduce risks.
8. Find alternative work for the worker if it is not possible to reduce risks in her current job to an acceptable level. Alternatively give her paid absence from work.
9. Implement our decisions.
10. Make sure Supervisors and other employees are aware and understand the measures to be taken.
11. Review the risk assessment as pregnancy develops or as the pregnant worker makes any concerns or problems known.

Advice and guidance on managing the health and safety of new and expectant mothers can be found in Guidance Note 1-11.

## EMPLOYING CHILDREN AND YOUNG PERSONS

When we employ children and young persons or give them work experience we have particular duties to protect their safety, health and welfare whilst at work.

We do this by:

- Nominating senior staff members to be responsible for the young people and to identify the hazards which pose risk to young persons.
- Developing and implementing young person risk assessments, procedures, Safe Systems of Work and control measures.
- Ensuring that any young person assessments are particularly thorough and undertaken by competent, trained personnel.
- Explaining these assessments to the young people and their Supervisors.
- Ensuring that young persons are closely managed and supervised.
- Regularly inspecting the premises to identify any new processes, personnel or changes to the building's structure which would trigger the need for re-assessment.
- Employees and others adhering to the contents of procedures, control measures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks to young people whilst they are working for us.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

## EMPLOYING CHILDREN AND YOUNG PERSONS

### Action Plan

**To protect children and young people who work for us or with us on work experience schemes we need to;**

1. Appoint a Manager to oversee the employment of children and young persons.
2. Assess the risks to children and young persons from our activities and the work we give them to do.
3. Consider;
  - a. The jobs they do.
  - b. The substances that they might come into contact with.
  - c. Machinery and equipment they might be asked to use.
  - d. Their lack of experience.
  - e. Their lack of appreciation of industrial risks.
  - f. Their attention span.
  - g. Their immaturity.
  - h. Exposure to toxic, carcinogenic, mutagenic and tetragenic substances.
  - i. Physical and environmental hazards.
  - j. Close supervision is required.
  - k. Are their hours of work within the legal limits?
  - l. Is health surveillance required? If yes at what level?
4. Develop arrangements and procedures based on these considerations – involve the workforce.
5. Explain these arrangements and procedures to the young workers and their parents.
6. Explain the arrangements to our workforce. Ensure they are understood, especially by those who will be working alongside the young workers and provide further training where necessary.
7. Keep a written record of the risk assessment, the control measures and systems of work adopted. Record details of training given.
8. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
9. Implement the arrangements and procedures and ensure they are followed in practice.
10. Monitor and review the operation of this procedure from time to time and after any incident causing injury or with the potential to cause injury to a young worker.
11. Make any changes to our procedures and arrangements identified as necessary.

Guidance on the employment of children and young workers, including a template for young worker risk assessments, can be found in Guidance Note 1-12.

## LONE WORKING

Our company has a duty to ensure the safety, health and welfare of our workforce whilst at work. That duty extends to employees who travel during the course of their work and those who work away from our core premises.

We do this by:

- Nominating senior staff members to consider the health, safety and welfare of lone workers.
- Identifying situations where lone working is required which affect our employees.
- Making an assessment of the risks to members of our workforce who are or may become lone workers.
- Developing and implementing control measures and procedures to ensure their health and safety whilst at work.
- Providing sufficient funding support to enable the development and implementation of procedures, risk assessments and control measures.
- Ensuring that procedures and control measures are in place for lone working situations.
- Ensuring that identified equipment needs are met and training on their use is given.
- Ensuring that the content of the procedures and risk assessments are made available to all staff.
- Providing and recording training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from lone working.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

## LONE WORKING

### Action Plan

**To protect the health, safety and welfare of our workers who work alone, whether it is because they are a mobile worker, because they work away from our core operating site or for other reasons, we need to;**

1. Identify who among our workforce is or is potentially a lone worker.
2. Assess the risks to those identified as lone workers.
3. Identify the control measures already in place and any additional measures that may be required.
4. Consider, as part of our assessment, issues such as;
  - a. Where they work.
  - b. Are they at risk because they handle cash?
  - c. Are they at risk because they are work at a remote or hazardous location?
  - d. Are they at greater risk in the winter months?
  - e. Are they at risk from a violent client or a member of the client's family?
  - f. Are they likely to cut corners because they are not under direct supervision?
  - g. Are they at risk because of health issues?
  - h. Are they at risk because a significant part of their day is spent driving?
  - i. Are they at risk because they work exceptional hours?
  - j. Are they at risk because they do not have access to welfare or first aid facilities?
  - k. Mobile phone signals.
5. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
6. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
7. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
8. Implement the procedure and ensure that it is followed in practice.
9. Monitor and review the operation of this procedure from time to time and whenever an employee reports an accident or case of ill health attributable to working alone, make changes to the procedure identified as necessary or beneficial.

Advice on managing the risks from lone working can be found in Guidance Note 1-13.

## HEALTH AND SAFETY TRAINING

We have a duty to protect the health, safety and welfare of our employees whilst they are at work and others who might be affected by our work activities. Among other specific arrangements we need to be sure that our workforce is trained to recognise hazards and risks and what they need to do to eliminate, reduce and avoid risk.

We do this by:

- Nominating senior staff members to manage Health and Safety training.
- Making an assessment of the risks to our workforce and others from an inadequately trained workforce.
- Developing and implementing training policies, programmes and arrangements.
- Ensuring that the management of the policy, programmes and arrangements are undertaken by competent, trained personnel.
- Managing our activities to ensure that employees are adequately trained for the variety of tasks which they may be required to do.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage our Health and Safety training programmes.

The personnel responsible for above measures are identified within the Responsibility Table of our Health and Safety Policy.

## HEALTH AND SAFETY TRAINING

### Action Check List

**In developing and implementing training policies, programmes and arrangements we need to:**

1. Assess our work activity to identify where and when workers or the public may be exposed to hazards and risks.
2. Where we identify hazards we need to consider the associated risks and the ability of staff to control them and then to identify whether their knowledge of and training about control measures is adequate.
3. Identify any jobs that require workers to have received specific health and safety training.
4. Identify the systems already in place to provide training and any additional measures that may be required.
5. Consider procedures and practices including ;
  - a. Plant and machinery.
  - b. Chemical and chemical processes.
  - c. Works transport.
  - d. Working at height.
  - e. Lifting machines and equipment.
  - f. Electrical safety.
  - g. Mundane work.
  - h. Occasional work activities.
  - i. Training needs analyses for individuals.
6. Involve the workforce in making these assessments of our needs.
7. Develop procedures, programmes and practices tailored to our workplace.
8. Explain these arrangements to the workforce, their Supervisors and Managers. Ensure they are understood and provide further training where necessary.
9. Implement the procedures and ensure that they are followed in practice.
10. Monitor and review the operation of the procedures from time to time making changes identified as necessary or beneficial.

Advice and guidance on the control of Health and Safety Training can be found in Guidance Note 1-14.

## HEALTH AND SAFETY OF VISITORS

We have a duty to ensure the health and safety of members of the public who come into our workplace.

We do this by:

- Nominating senior staff members to identify and risk assess the workplace hazards which pose risk to visitors.
- Making an assessment of the risks to visitors.
- Providing a visitors' book to track visitors present in our premises.
- Developing visitor procedures and control measures.
- Implementing visitor procedures and control measures.
- Ensuring that risk assessments are undertaken by competent, trained personnel.
- Regularly inspecting the premises to identify any new processes, personnel or changes to the building's structure that could pose new risk to visitors.
- Ensuring employees and others adhere to the contents of procedures, control measures and Safe Systems of Work.
- Providing relevant information and training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks to visitors.

## HEALTH AND SAFETY OF VISITORS

### Action Plan

#### To protect visitors to our workplace we need to:

1. Assess our work activity to identify where and when the public may be exposed to hazard and risk.
2. Identify risks that visitors might face when at our workplace.
3. Where risks to the health and safety of visitors is identified or reported, assess those risks to identify where control measures are required.
4. Identify any control measures already in place and any additional measures that may be required.
5. Consider among other issues;
  - a. Where visitors go, when they go there, why they go there and what they do when they get there.
  - b. Floor coverings
  - c. Slippery floors
  - d. Chemical hazards
  - e. Electrical hazards
  - f. Condition of stairs etc
  - g. Machinery hazards.
  - h. Workplace transport.
6. Involve the workforce in making these assessments; use their experience.
7. Develop procedures, programmes and practices for ensuring visitor safety that are tailored to our workplace.
8. Explain these arrangements to the workforce, their Supervisors and Managers. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and whenever a visitor suffers a work related injury, making changes to the procedure identified as necessary or beneficial.

Further advice and guidance on the Health and Safety of visitors can be found in Guidance Note 1-15.

## PERSONAL PROTECTIVE EQUIPMENT

Where the protection of the health, safety and welfare of our workforce and others who may be affected by our work activity can only be achieved by the issue of personal protective equipment we have a duty to provide such equipment as is necessary.

We do this by:

- Nominating senior staff members to coordinate the management of work related health and safety issues.
- Reviewing our arrangements and procedures for the management of hazards and risk to identify where existing controls are not sufficient to protect workers or others from the risk of ill health.
- Identifying where personal protective equipment (PPE) are required to reduce risk to an acceptable level or provide further protection.
- Assessing the suitability and adequacy of the PPE supplied for use.
- Explaining the need for and the correct use of PPE to the workforce.
- Making sure that Managers and Supervisors know why and when PPE is required.
- Managers and Supervisors ensuring employees and others wear PPE in designated areas.
- Providing facilities for storage, cleaning, maintenance and replacement of PPE.
- Providing and recording relevant training.
- Monitoring and reviewing the policy and procedures; using our experience of operating these arrangements we aim to continuously improve and reduce the incidence of work related ill health.

The personnel responsible for monitoring and implementing the use and issue of personal protective equipment are identified within the Responsibility Table of our Health and Safety Policy.

## PERSONAL PROTECTIVE EQUIPMENT

### Action Plan

To protect the health, safety and welfare of our workforce and others who may be affected by our work activity by the issue of personal protective equipment we need to;

1. Assess our work activities to identify where and when workers or others may be exposed to risks to health that are not adequately controlled at source.
2. Where risks are identified - carry out an assessment of the risks to our workers and others.
3. Involve the workforce in these assessments.
4. Identify the control measures already in place and any additional measures that may be required before the use of PPE is adopted. Refer to manufacturers' guidance, trade guidance and British, European or Irish Standards etc.
5. Remember that the issue of PPE should only be considered when we are unable to control the hazard and risk by other reasonably practicable means.
6. Consider among other issues;
  - a. Elimination of the hazard.
  - b. Control of the hazard, extraction, dilution, dampening etc.
  - c. Adequacy of PPE.
  - d. Fitting of PPE to the individual user.
  - e. Storage facilities.
  - f. Arrangements for cleaning, repair and replacement.
  - g. Training for correct use, cleaning etc. Supervisors and users.
  - h. Supervising use.
  - i. Signs for area where the use of PPE is required.
  - j. Records of training, issue and replacement.
7. Develop procedures, programmes and practices tailored to our workplace.
8. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
9. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
10. Implement the procedure and ensure that it is followed in practice.
11. Monitor and review the operation of this procedure from time to time and following any incident, injury or case of ill health caused by inadequate or failure to use PPE, making changes to the procedure identified as necessary or beneficial.

Information and advice on the issue and use of PPE can be found in Guidance Note 1-17.

## SAFE SYSTEMS OF WORK

We have a duty to ensure our workforce are provided with clear instructions and training when undertaking potentially hazardous tasks that pose significant risks.

We do this by:

- Nominating senior staff members to oversee and implement Safe Systems of Work.
- Identifying where Safe Systems of Work are required.
- Developing Safe Systems of Work to effectively control the work activities within our work premises.
- Communicating the Safe Systems of Work to applicable employees.
- Ensuring that Safe Systems of Work are created by competent, trained personnel.
- Providing training on the Safe System to the workforce.
- Regular checks to ensure that the Systems are being followed.
- Reviewing our systems.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

We use the experience from operating these arrangements to make improvements to our safety, health and welfare management system.

## SAFE SYSTEMS OF WORK

### Action Plan

To ensure that adequate Safe Systems of Work are in place for employees to follow we need to;

1. Appoint and train sufficient numbers of staff in the creation of the Safe System of Work.
2. Systematically identify the areas where a Safe System of Work may be required.
3. Assess the task and identify the hazards.
4. Define the safe method of undertaking the task.
5. Document the Safe System of Work and ideally display it at the work site where the work takes place.
6. Implement the System and ensure employees understand it. Provide training where necessary.
7. When developing and implementing Safe Systems of Work we should involve Managers and workers in the task being assessed.
8. Review Safe Systems of Work on a regular basis or when situations change.

Advice and guidance on Safe Systems of Work can be found in our Guidance Note 1-20 – Safe Systems of Work.

## **ACTION ON ENFORCEMENT AUTHORITY REPORTS**

We recognise the benefits that will accrue from early action following receipt of reports from the Enforcement Authority in regard to health safety and welfare issues. To obtain these benefits we have recognised the need for an effective management system and have taken steps to be able to action such reports.

We have done this by;

- Nominating an individual member of the senior management who will coordinate actions required to meet the requirements of Enforcement Authorities.
- Providing adequate resources either financial or human to be able to meet the requirements of the Enforcing Authority.
- Routinely reviewing the operation of our reporting system.
- Having access to competent health and safety advice.

The person nominated with responsibility for overseeing this organisation's arrangements for compliance with Enforcing Authority requirements is identified within the Responsibility Table of our Health and Safety Policy.

## **ACTION ON ENFORCEMENT AUTHORITY REPORTS**

### **Action Plan**

**In order to meet our legal obligations to provide adequate health and safety information to employees we need to;**

1. Identify a person who will coordinate actions required to meet the requirements of Enforcement Authorities.
2. Ensure that the responsible person understands their duties and responsibilities.
3. Provide adequate training for that person.
4. Give that person the authority required and the resource necessary for them to fulfil their role.
5. Ensure that our workers are aware of the need to make concerns about health and safety known and report accidents, incidents and cases of work-related ill health to their Managers.
6. Review our arrangements from time to time to ensure that they are fully understood and are operating correctly.

Advice and guidance on this subject can be found in our Guidance Note 1-21 Action On Enforcement Authority Reports.

## EQUALITY, DISABILITY DISCRIMINATION AND COMPLIANCE

We recognise the benefits that will accrue from planned and carefully considered arrangements in regard to the equal treatment of all people and health, safety and welfare issues. To obtain these benefits we have recognised the need for an effective management system and have taken steps to be able to successfully manage disability in the workplace.

We have done this by;

- Nominating an individual member of the senior management who will coordinate actions required to meet the requirements of disadvantaged and vulnerable persons
- Providing adequate resources either financial or human to be able to reasonable adjustments to our workplace(s)
- Allowing employees to nominate safety representatives who will coordinate issues arising from their colleagues in respect of health, safety and welfare.
- Providing adequate resources
- Providing such health and safety information, instruction, and training for all workers as is necessary for them to be able to work without risk to their health or safety or welfare so far as is reasonably practicable.
- Recording and analysing all reportable accidents, minor accidents, near miss incidents and dangerous occurrences.
- Providing and recording relevant training
- Routinely reviewing the operation of our reporting system.
- Having access to competent health and safety advice.

The person nominated with responsibility for overseeing this organisation's arrangements for compliance with statutory requirements in this respect is identified within the Responsibility Table of our Health and Safety Policy.

## **EQUALITY, DISABILITY DISCRIMINATION AND COMPLIANCE**

### Action Plan

**In order to meet our legal obligations to avoid disability discrimination to employees we need to;**

1. Identify a person who will coordinate actions required to meet the requirements of legislation that requires us to treat all people equally.
2. Ensure that the responsible person understands their duties and responsibilities.
3. Provide adequate training for that person.
4. Give that person the authority required and the resource necessary for them to fulfil their role.
5. Review our arrangements from time to time to ensure that they are fully understood and are operating correctly.

Advice and guidance on this subject can be found in our Guidance Note 1–22, Equality, Disability Discrimination and Compliance

**Safety Arrangement 2-1**

## **FIRE SAFETY – ARRANGEMENTS AND PROCEDURES**

We have a legal duty to implement and maintain a fire safety programme, for assessing and controlling the risks from an outbreak of fire and for the provision of fire warnings, fire fighting equipment, emergency lighting, emergency signs, adequate means of escape and evacuation procedures. We have put in place arrangements to meet these responsibilities and to identify and reduce the risks associated with fire and emergency situations.

Our arrangements consist of:

- Nominating a ‘responsible person’ to coordinate fire and emergency arrangements and take responsibility for the completion and regular review of a Fire Risk assessment.
- Identifying fire risks and potential emergency situations and who may be affected.
- Assessing the level of risk and recording the information in the Fire Risk Assessment and emergency plan
- Implementing procedures and control measures to mitigate the risks posed.
- Liaising with the emergency services, informing them of any workplace or process hazards that have the potential to create fire or emergency situations.
- Developing Safe Systems of Work to reduce the potential incidence of fire and emergency situations.
- Adequate provision of tested and inspected fire fighting and warning equipment.
- Practicing and recording fire evacuation procedures.
- Delivering training on the emergency plan, the Fire Risk Assessment and on the use of any fire fighting equipment provided.
- Reviewing our system.

The personnel responsible for fire and emergency arrangements are identified within the Responsibility Table of our Health and Safety Policy.

We use the experience of operating these systems to make improvements to our safety, health and welfare management system.

**Safety Arrangement 2-1**

## **FIRE SAFETY - ARRANGEMENTS AND PROCEDURES**

### **Action Plan**

**To protect workers and others from the risk of fire we need to develop a comprehensive fire safety programme. We need to;**

1. Nominate and train a person to be our competent and Responsible Person for fire safety matters.
2. Prepare and maintain an up to date fire risk assessment in respect of our premises and processes. If we have hazards which make our premises high fire risk we will need to get assistance from experts.
3. Provide and maintain (record details) sufficient and suitable fire alarm systems, means of escape, fire fighting equipment, emergency lighting and emergency signs.
4. Develop procedures for the safe and speedy evacuation to a place of relative safety of workers and others in the event of a fire or other emergency.
5. Where appropriate consult with the Fire Service in making these provisions and in developing our site specific arrangements and procedures.
6. Consider;
  - a. Fire prevention. Storage of flammables, waste disposal, open flames etc.
  - b. Potential sources of ignition including use of flammable substances and process related fire hazards.
  - c. Maintenance of fire alarms, smoke detectors, automatic door closers.
  - d. Maintenance of fire doors and escape routes.
  - e. Emergency procedures – fire wardens, fire and evacuation drills and safe assembly points.
  - i. Maintenance of fire extinguishers and fire fighting equipment.
  - f. Liaison with fire service and assisting the fire service in the event of a fire.
  - g. Providing and maintaining fire safety signs and notices.
  - i. Record keeping.
  - h. Safe means of shutting down electric, gas and fuel supplies.
7. Always purchase robust equipment suitable for our intended use.
8. Explain the Fire Safety Programme, Arrangements and Procedures to our Managers, Supervisors, workforce and any other people who need to know what they are; landlords, neighbours, visitors, residents etc. Ensure they are understood.
9. Provide training where required and information for staff nominated with responsibilities.
10. Implement the Programme and ensure that it is followed in practice.
11. Carry out fire alarm and evacuation drills to check that the Programme works in practice.
12. Monitor and review the operation of all aspects of the Fire Safety Programme at least twice a year and whenever a fire related incident happens, making changes to the fire risk assessment, arrangements and procedures identified as necessary or beneficial.

Advice and guidance on the development of a Fire Safety Programme can be found in the fire safety section of the health and safety management system.

## FIRST AID

We have a duty to provide suitable first aid arrangements for our staff whilst at work and visitors who may be affected by our activities. We have taken steps to provide first aid arrangements that meet this requirement.

We do this by:

- Nominating a Senior Manager to identify our needs and ensure continuing arrangements for first aid provision.
- Assessing the reasonable level of first aid provision required for our business at our workplace and for travelling staff.
- Recruiting sufficient members of staff to undertake first aid training as a first aider or appointed person, as appropriate.
- Arranging approved training for those people and keeping records of their training.
- Providing adequate numbers of trained personnel to be available at all times during business hours.
- Providing and maintaining sufficient quantities of first aid equipment and consumables.
- Displaying names and locations of first aid trained personnel or appointed persons in prominent positions throughout the premises.
- Routinely reviewing our first aid arrangements for suitability and ensuring that where we have trained first aiders qualifications are up to date.

## FIRST AID

### Action Plan

**To ensure that we meet our obligations to provide suitable first aid arrangements for our staff whilst at work and visitors who may be affected by our activities we need to take the following action;**

1. Assess our business activity to identify the level of first aid provision that will be necessary.
2. Consider issues including;
  - a. The likely severity of foreseeable work-related accidents.
  - b. The number of people likely to be in the workplace.
  - c. The nature of health and safety risks at the workplace.
  - d. The location and accessibility of the workplace.
  - e. Whether the need is for trained first aiders or appointed persons.
3. Keep a written record of our assessment and conclusions.
4. Explain our assessment and conclusions to our workforce.
5. Identify workers to be trained and take responsibility for administering first aid.
6. Provide approved training for appointed first aiders.
7. Keep records of this training and ensure qualifications are kept up to date.
8. Make sure our arrangements are understood and the responsible people known to all workers, Supervisors and Managers.
9. Provide suitable facilities and consumables for delivering first aid at our workplace.
10. Monitor and review from time to time the operation of this procedure in the light of experience making changes to our system identified as necessary or beneficial.

Information and advice on First Aid provision can be found in our Guidance Note 3-1 – First Aid.

## CONTROL OF HAZARDOUS AND NON- HAZARDOUS WASTE

We have a duty to ensure that we effectively and safely dispose of waste materials and products and control the methods of disposal used so that our workforce and any others who might be affected are not at risk to their health, safety or welfare.

We do this by:

- Nominating senior staff members to control the disposal of waste, both hazardous and non-hazardous wastes, from our work premises to minimise the risk posed.
- Assessing the risks to our workers from the handling and disposal of waste.
- Developing and implementing policies, procedures, Safe Systems of Work and control measures relevant to the control of waste including measures necessary to ensure compliance with environmental legislation.
- Ensuring that waste disposal is undertaken by competent, approved personnel, using the correct personal protective equipment.
- Ensuring that the safest means of disposal is used to protect the environment.
- Employees and others adhering to procedures, control measures and Safe Systems of Work.
- Providing and recording relevant training.
- Regular monitoring and review of our arrangements and facilities to ensure that we continue to manage and dispose of waste, hazardous and non-hazardous, without risks to health or safety.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

## CONTROL OF HAZARDOUS AND NON- HAZARDOUS WASTE

### Action Plan

**To ensure our workforce and any others who might be affected are not at risk to their health, safety or welfare from the way we dispose of hazardous and non-hazardous waste materials and products we need to:**

1. Identify where we create waste and rubbish during the course of our business.
2. Assess the hazard that the waste materials may present to people at work and others and the risks they face from it.
3. Identify hazardous and controlled wastes.
4. Consider issues relevant to our workplace including;
  - a. Whether the waste is particularly hazardous because it is a classified chemical substance.
  - b. Whether the waste is hazardous because it is or contains biological agents.
  - c. Whether the waste is hazardous because it is sharp, heavy or flammable.
  - d. How is it stored in the workplace?
  - e. How is it moved about the workplace?
  - f. How is it stored outside the premises? Is it secure? Can the public gain access?
  - g. Is the way we store waste an invitation to an arsonist?
  - h. How can we make the process easier and safer for our workers?
5. Consider how environmental legislation and requirements might impact on health and safety procedures and how the waste is disposed of.
6. Involve workers in developing a procedure based on these considerations.
7. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
8. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
9. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
10. Implement the procedure and ensure that it is followed in practice.
11. Monitor and review the operation of this procedure from time to time making changes to the procedure identified as necessary or beneficial.

Advice and guidance on the control of hazardous and non-hazardous waste can be found in Guidance Note 3-6.

## SITE WORK

We have a duty to protect our employees from the risks posed from working on site.

We do this by:

- Nominating senior staff members to reduce the risks arising from working on site.
- Making an assessment of the risks to our workforce from site works.
- Developing and implementing control measures, policies and Safe Systems of Work.
- Ensuring that the management of the policy, procedures, Safe Systems of Work and control measures relating to open air working are undertaken by competent, trained personnel.
- Providing and using personal protective equipment.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from working on site.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

## SITE WORK

### Action Check List

**To protect workers from the risks posed from working on site we need to:**

1. Assess our work activity to identify where and when workers may be exposed to harm from working on site.
2. Identify any workers with health issues that make them particularly susceptible to injury from working on site.
3. Identify the control measures already in place and any additional measures that may be required.
4. Consider;
  - a. Excessive exposure to sunlight – provide sunscreen/sun block, water supply, regular breaks, covering exposed parts of the body.
  - b. Watercourse hazards – fall arrest equipment, inflatable life jackets, two-man working.
  - c. Lack of available light to work safely (e.g. during the winter months or at night) – provide appropriate artificial lighting and spare bulbs.
  - d. Exposure to dust and micro-organisms (resulting in sensitization or asthma) – is health surveillance or respiratory protective equipment required?
  - e. Life-threatening reactions from bites and stings - availability of antidotes, first aid provision, medical assistance, individual specific risk assessments.
  - f. Adverse weather conditions (hypothermia, heat exhaustion) - length of time of exposure, appropriate clothing, periodic rest breaks.
5. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
6. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
7. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
8. Implement the procedure and ensure that it is followed in practice.
9. Report any incidence of a reportable injury or disease to the Enforcing Authorities.
10. Monitor and review the operation of this procedure from time to time and whenever an employee is harmed as a result of working on site, making changes to the procedure identified as necessary or beneficial.

Information and advice on the control of site work can be found in our Guidance Notes 3-13 and 7-4.

## ELECTRICAL SAFETY

We have a duty to protect our employees and other people who use our premises from the risk of electrical injury caused by our electrical installations, our use of fixed equipment and our use of portable electrical appliances.

We do this by:

- Nominating senior staff members to ensure the safety of our electrical installation equipment and portable appliances.
- Making an assessment of the risks from electrical installations, fixed equipment and portable appliances.
- Developing and implementing procedures, control measures, policies and Safe Systems of Work.
- Ensuring that any work carried out on our electrical installation, equipment and appliances is carried out by competent, accredited electrical engineers.
- Providing and using personal protective equipment where appropriate.
- Regular inspection by competent accredited electrical engineers.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing relevant training and keeping training records.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage electrical safety.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

## ELECTRICAL SAFETY

### Action Check List

**To protect workers and others from the risks from using fixed and portable electrical equipment we need to:**

1. Consider our activities and identify where and when workers may be exposed to risks to their health and safety from fixed or portable electrical equipment.
2. Assess the risks from that exposure to fixed and portable electrical equipment, identifying control measures in place and any additional measure that may be required to avoid risk.
3. Consider relevant issues including:
  - a. The competence of employees or contractors who install or maintain electrical equipment.
  - b. Inspection of fixed electrical installations as prescribed by the IEE Wiring Regulations (17<sup>th</sup> edition) BS 7671.
  - c. The maintenance of electrical installations between inspections.
  - d. The maintenance and inspection of portable electrical equipment.
  - e. Using battery powered hand tools.
  - f. Whether hydraulic or pneumatic tools might be safer.
  - g. Reducing the operating voltage.
  - h. Residual current devices.
  - i. Use in flammable or explosive areas; use in wet and adverse conditions.
  - j. Equipment used by mobile workers.
  - k. Use of trailing cables.
4. Purchase robust equipment suitable for the environment in which it is to be used.
5. Arrange for the routine testing and inspection of portable electrical equipment.
6. Develop a procedure based on these considerations.
7. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
8. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
9. Explain our procedures and arrangements to our workforce. Ensure they are understood and provide training where necessary.
10. Implement the procedure and ensure that it is followed in practice.
11. Monitor and review the operation of this procedure from time to time and after any electrical incident, making changes identified as beneficial or necessary.

Information and advice on the use of fixed and portable electrical equipment can be found in our Guidance Note 4-1 – Electrical Safety.

## THE PROVISION, USE AND MAINTENANCE OF WORK EQUIPMENT

We have a duty to protect our employees and other people who use our premises from the health and safety risks associated with the provision and use of work equipment.

We do this by:

- Nominating senior staff members to consider the health and safety issues surrounding any new equipment that we obtain and the equipment that we use in the course of our business.
- Making an assessment of the risks from work equipment when in use and during its maintenance.
- Developing and implementing procedures, control measures, policies and Safe Systems of Work.
- Ensuring that any work carried out on work equipment is carried out by competent workers or competent contractors.
- Providing and using personal protective equipment where appropriate.
- Regular maintenance and servicing.
- Statutory inspections by competent accredited engineers and surveyors where required.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing relevant training and keeping training records.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the provision and use of work equipment.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

## THE PROVISION, USE AND MAINTENANCE OF WORK EQUIPMENT

### Action Check List

**To protect workers and others from the risks from work equipment we need to:**

1. Consider our activities and identify where and when workers may be exposed to risks to their health and safety from our use of existing equipment.
2. Consider the implications for the health and safety of our workforce when purchasing or looking to purchase new equipment.
3. Assess the risks from any such exposure to work equipment, identifying control measures in place and any additional measure that may be required to avoid risk.
4. Consider relevant issues including:
  - a. What risks to health and safety might be created?
  - b. Do any parts look dangerous?
  - c. Do the guards adequately protect against the risk? Do they conform to the current BS, IS or EN standard?
  - d. Do fumes or dust escape from the equipment?
  - e. Is it used in flammable or explosive areas or in wet and adverse conditions? Is it designed and protected for such use?
  - f. Can you understand the controls? Are they in English?
  - g. Is it excessively noisy or is there excessive vibration?
  - h. Are there any special maintenance requirements?
  - i. Are parts that need maintenance easily accessible?
  - j. Does any part get very hot or cold?
  - k. Are there any live electrical parts exposed?
  - l. Are the supplied manufacturer's instructions clear and comprehensive?
5. Arrange for work equipment to be routinely serviced and maintained and for statutory inspections where required.
6. Keep a written record of significant risk assessments and the control measures and any systems of work or procedures adopted.
7. Implement the procedures and arrangements making sure that Managers and Supervisors understand them. Consider whether they need any training.
8. Explain our procedures and arrangements to our workforce. Ensure they are understood and followed in practice. Provide training where necessary.
9. Monitor and review the operation of this procedure from time to time and after any incident, making changes identified as beneficial or necessary.

Information and advice on the use of fixed and portable electrical equipment can be found in our Guidance Note 4-2 – The Provision, Use and Maintenance of Work Equipment.

## OFFICE EQUIPMENT

We have a duty to protect our employees and other people who use our premises from the risks associated with the use of office equipment.

We do this by:

- Nominating senior staff members to consider the safety implications of our use of office equipment.
- Making an assessment of the risks from our use of office equipment.
- Developing and implementing procedures, control measures, policies and Safe Systems of Work.
- Ensuring that office equipment is properly maintained.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing relevant training and keeping training records.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the safety of office equipment.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

## OFFICE EQUIPMENT

### Action Check List

**To protect workers and others from the risks of using office equipment we need to:**

1. Consider our activities and identify where and when workers may be exposed to risks to their health and safety from the use of office equipment.
2. Assess the risks from that use of office equipment, identifying control measures already in place and any additional measure that may be required to avoid risk.
3. Consider relevant issues including:
  - a. The competence and training of workers who use office equipment.
  - b. Who does what when the equipment goes wrong?
  - c. Are any young workers likely to use office equipment? Are any special precautions needed?
  - d. Are manufacturers' instructions followed?
  - e. The maintenance of office equipment.
  - f. The location of office equipment.
4. Purchase robust equipment suitable for the work and environment in which we require it to be used.
5. Develop a procedure based on these considerations.
6. Keep a written record of any significant risk assessments and the control measures and systems of work adopted.
7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain our procedures and arrangements to our workforce. Ensure they are understood and provide training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and after any accident or incident, making changes identified as beneficial or necessary.

Information and advice on the use of fixed and portable office equipment can be found in our Guidance Note 4-4 – Office Equipment.

## ACCESS EQUIPMENT

We need to ensure the safety of our workforce and others when using access equipment for tasks that involve work at height.

We do this by:

- Nominating senior staff members to manage work at height, our use of access equipment and to identify and manage the action we need to take.
- Assessing the risks to employees and others from access equipment and working at height.
- Developing and implementing control measures, procedures and Safe Systems of Work.
- Ensuring employees and others adopt the control measures provided and follow the developed procedures and Safe Systems of Work.
- Training employees to safely use access equipment and work at height.
- Using only trained employees to install or erect access equipment.
- Purchasing suitable access equipment and ensuring that adequate guardrails and outriggers are used when required.
- Regular inspection by competent engineers.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from access equipment and work at height.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

## ACCESS EQUIPMENT

### Action Check List

**To ensure the safety of our employees and others whilst working at height using access equipment we need to;**

1. Assess our work activity to identify where and when workers or others may be exposed to risk whilst working at height using access equipment.
2. Where risks are identified carry out an assessment of the risks to health and safety in those tasks and situations.
3. Involve the workforce in these assessments and in the identification of control measures.
4. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance and British, European or Irish Standards etc.
5. Consider among other issues;
  - a. The nature of the work at height task.
  - b. The most appropriate means of access.
  - c. Suitability – ground conditions, slopes and access.
  - d. The length of the task.
  - e. If equipment is to be hired could the task in hand be combined with other work at height for efficiency?
  - f. Do staff have the skills and competence to use powered access equipment?
  - g. The need for adequate guardrails and outriggers (*where required*).
  - h. Training.
  - i. Supervision.
  - j. Personal Protective Equipment.
  - k. Maintenance of access equipment.
6. Develop procedures, programmes and practices tailored to our workplace.
7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and whenever anyone is injured while using access equipment to work at height, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on health and safety in the use of access equipment can be found in Guidance Note 4-21.

## WORK IN CONFINED SPACES

We have a duty to ensure the health, safety and welfare of our employees and others whenever they are required to work in 'confined spaces'.

We do this by;

- Nominating senior staff members to be responsible for identifying and managing health and safety during work in confined spaces.
- Assessing the risks to our workforce and others from working in confined spaces.
- Developing and implementing control measures including confined space working procedures and Safe Systems of Work.
- Ensuring that where they are necessary 'permit to work' and confined spaces work systems are developed and explained to the workforce.
- Ensuring that the issue and completion of confined space 'work permit systems' is properly managed.
- Following permit to work procedures, control measures and Safe Systems of Work in practice.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks associated with work in confined spaces.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

## WORK IN CONFINED SPACES

### Action Check List

**To ensure the safety of our employees and others whilst working in areas where they could be affected by the hazards and risks involved in working in confined spaces we need to;**

1. Assess our work activity to identify where and when workers or others may at any time need to work in confined spaces.
2. Assess risks to our workers and others identified as having to work in confined spaces.
3. Involve the workforce in these assessments and in the identification of appropriate control measures.
4. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance and British, European or Irish Standards etc.
5. Consider among other issues;
  - a. Elimination of the work.
  - b. Can the work be done from outside the confined space?
  - c. Draining tanks, vessels, pipes etc.
  - d. Purging tanks, vessels, pipes etc. of flammable vapours.
  - e. Permits to work, First aid.
  - f. Supervision.
  - g. Training of Supervisors and workers.
  - h. Maintenance of plant.
  - i. Longer term redesign of plant or process to avoid need for entry to a confined space.
  - j. Personal protective equipment.
6. Develop procedures, programmes and practices tailored to our workplace.
7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and following any incident, injury or case of ill health, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on work in confined spaces can be found in Guidance Note 4-24.

## OCCUPATIONAL ROAD SAFETY

We have a duty to continue to manage, so- far as we can, the health, safety and welfare of our workforce when they are away from our premises and travelling in the course of their work.

We do this by:

- Nominating senior staff members to identify and manage the potential hazards to our workforce when driving in the course of our business.
- Assessing the risks to our workforce from driving in the course of our business.
- Developing and implementing policies and procedures.
- Ensuring that the vehicles are suitable and sufficient for their intended use and that they are maintained at their specified service intervals or when faults are identified.
- Ensuring that all vehicles are properly insured, taxed and Ministry of Transport tested, prior to road use.
- Ensuring that any risk assessments are undertaken by competent and trained personnel.
- Employees and Supervisors following our policies and procedures.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks associated with occupational road use.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

## OCCUPATIONAL ROAD SAFETY

### Action Check List

**To ensure the safety of our employees whilst travelling by road in the course of our business (and to protect others who might be affected by their actions) from the hazards and risks surrounding occupational road safety we need to;**

1. Assess our work activity to identify where and when workers may be exposed to hazards and risks on account of occupational road use.
2. Assess specific occupational road use risks to our workforce.
3. Involve the workforce in these assessments and in the identification of appropriate control measures.
4. Identify the control measures already in place and any additional measures that may be required. Refer to government and road safety organisations' published guidance.
5. Consider among other issues;
  - a. Working Time regulations.
  - b. Statutory limitation of commercial vehicle drivers' hours.
  - c. The positioning and security of loads – in cars, vans and large goods vehicles
  - d. The length of the working day when hours driving to and from a job, visit, training course etc. is added to the time spent on the task.
  - e. Schedules that don't require excessive speed and allow time for rest breaks.
  - f. Weather conditions.
  - g. Allowance for rest breaks.
  - h. Policy on overnight stays.
  - i. Advanced driver training.
  - j. Suitability of vehicles.
  - k. Vehicle maintenance.
6. Develop procedures, programmes and practices tailored to our workplace.
7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and following any incident or injury related to occupational road use, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on occupational road safety can be found in Guidance Note 4-31.

## MANUAL HANDLING

We have a duty to ensure the safety, health and welfare of our employees and others who enter our premises from the risks present in manual handling activities.

We do this by:

- Nominating senior staff members to manage and identify load or lifting hazards.
- Making an assessment of the risks from manual handling to our workforce.
- Developing and implementing procedures and systems of work to reduce the risks from manual handling operations in the course of our business.
- Ensuring that any Manual Handling Risk Assessments are undertaken by competent, trained personnel.
- Eliminating the need for manual handling through the introduction of mechanical handling equipment or other alternatives where this is reasonably practicable.
- Regularly inspecting the premises to identify any new processes, personnel or changes to the building's structure which would trigger the need for re-assessment.
- Employees and others adhering to the contents of procedures, control measures and Safe Systems of Work.
- Providing and recording job-based training for employees with manual handling tasks.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from manual handling.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

## MANUAL HANDLING

### Action Check List

**To protect our workforce and others from the risk of injury while manual handling loads we need to;**

1. Assess the risks to our workforce from handling loads. This includes lifting and carrying as well as pushing and pulling loaded containers.
2. Have a nominated Manager to lead the process.
3. Consider;
  - a. What we have to move - its size and shape.
  - b. The weight.
  - c. The frequency.
  - d. Which of our workforce is involved? Do some handle loads more frequently than others?
  - e. Can we reduce the need for movement? Are there mechanical aids we could use? Can we use them?
  - f. Can we adapt our processes to reduce the risk?
  - g. Have our workforce been trained in manual handling techniques for the products and goods that they handle in the course of their work?
  - h. Where team lifting is employed have the workers been trained in the same system?
  - i. Are the floors suitable and maintained for the work that goes on?
  - j. Are there extremes of temperature?
  - k. Are any groups or individual workers at particular risk?
  - l. Is health surveillance required? If yes at what level?
4. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
5. Involve workers in developing a procedure based on these considerations.
6. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
7. Explain these arrangements to our workforce. Ensure they are understood and provide further training where necessary.
8. Implement the procedure and ensure that it is followed in practice.
9. Monitor and review the operation of this procedure from time to time and after any ill health or back injury, making changes identified as necessary
10. Where employees are injured in an accident involving manual handling or are diagnosed with ill-health on account of manual handling at work report, to the enforcing authorities, those cases that fall into a reportable category. (Guidance Note 1-3 explains what is reportable).

Information and advice, including a template for Manual Handling Risk Assessments, can be found in our Guidance Note 5-9 – Manual Handling.

## DISPLAY SCREEN EQUIPMENT

We have a duty to protect the safety, health and welfare of our workforce from the risk involved in the use of display screen equipment (DSE).

We do this by:

- Nominating senior staff members to identify and reduce risks from the use of display screen equipment.
- Assessing the risks from display screen equipment to each member of our workforce who uses them.
- Developing and implementing control measures, policies and Safe Systems of Work.
- Ensuring that the management of the policy, procedures, Safe Systems of Work and control measures relating to the use of display screen equipment are undertaken by competent, trained personnel.
- Providing and using personal protective equipment where appropriate.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from display screen equipment.

The personnel responsible for the DSE assessment process and these measures are identified in the Responsibility Table of our Health and Safety Policy.

## DISPLAY SCREEN EQUIPMENT

### Action Check List

**To protect workers from the risks from display screen equipment we need to:**

1. Appoint a member or members of staff and train them to become a competent assessor for display screen equipment.
2. Assess our work activity to identify where and when workers use display screen equipment.
3. Ensure all display screen users complete a Self-Assessment Questionnaire which can be found in Guidance Note 5-11.
4. Identify any workers with health issues that make them particularly susceptible to problems in using display screen equipment.
5. Identify the control measures already in place and any additional measures that may be required.
6. Consider the issues, including;
  - a. Furniture
  - b. Screen size
  - c. Lighting; reflections and glare
  - d. Rest breaks; rotating work activity
  - e. Eye sight tests
  - f. Home and off-site users of display screen equipment
  - g. Self-assessments and follow-up.
7. Keep a written record of all risk assessments, whether self-assessments or assessments by trained assessors and the control measures and systems of work adopted.
8. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
9. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
10. Implement the procedure and ensure that it is followed in practice.
11. Report any incidence of reportable ill health caused by the use of display screen equipment to the Enforcing Authorities.
12. Monitor and review the operation of this procedure from time to time and whenever an employee develops a display screen equipment related illness, make changes to the procedure identified as necessary or beneficial.

Advice and guidance on health, safety and welfare in the use of display screen equipment can be found in Guidance Note 5-11.

## USE OF CHEMICAL AGENTS AND SUBSTANCES

We have a duty to ensure the safety, health and welfare of our employees and others who may be affected by our work activities from the harmful effects of exposure to hazardous substances in the course of our business.

We do this by:

- Nominating senior staff members to identify chemical agents or hazardous substances encountered in the course of our business and the hazards posed by them.
- Developing and implementing risk assessments, procedures or Safe Systems of Work and control measures.
- Ensuring that any risk assessments are undertaken by competent, trained personnel.
- Employees and others adhering to the contents of the developed procedures, control measures and Safe Systems of Work.
- Providing safe equipment for use with hazardous substances.
- Providing sufficient personal protective equipment.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from chemical substances.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

## USE OF CHEMICAL AGENTS AND SUBSTANCES

### Action Check List

**To protect our employees and others who may be affected by our work activities from the harmful effects of exposure to chemical and hazardous substances in the course of our business we need to;**

1. Make an inventory of every hazardous substance used in the course of our business and those that could be generated as a by-product of our business processes.
2. Assess the hazardous substances we use and encounter and the risks that they pose to health and safety because of the quantities to which people are exposed or the way that we use them.
3. Assess or measure the levels of hazardous substances to which our workforce is exposed.
4. Identify the control measures that we should adopt.
5. Consider relevant matters including;
  - a. What hazardous substances do we use?
  - b. Are any hazardous substances created by the work we do?
  - c. Who might be exposed?
  - d. Where and when?
  - e. What are the levels they are exposed to?
  - f. How does this compare with the Workplace Exposure Limits?
  - g. Can we eliminate the risk entirely?
  - h. How do we reduce exposure?
  - i. What control measures are appropriate?
6. Record details of our assessments, measurements, results and any controls subsequently introduced.
7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Inform, instruct and train workers about the hazardous substances we use, the risks, exposure levels in the workplace and any control measures introduced.
9. Implement the procedure and ensure that it is followed in practice.
10. Report any incidence of a reportable disease to the Enforcing Authorities.
11. From time to time check that the control measures are still working and that exposure levels are being controlled below the Workplace Exposure Limit.
12. Monitor and review the operation of this procedure from time to time and whenever hazardous substances give rise to incident, injury or ill-health, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on controlling exposure to chemical substances can be found in Guidance Note 5-14.

## ASBESTOS AT WORK

### Duty to Identify, Control and Manage

We have a duty to ensure that the presence of ACMs in our buildings is known and that they are managed so that users of the buildings and contractors working on the buildings are not exposed to the health risks associated with asbestos. We also need to be able to identify, manage and control exposure to asbestos containing materials when we work at customers' worksites.

An asbestos survey carried out on our behalf has shown that asbestos containing materials (ACMs) are not present in the building structure of our premises.

However, in the course of our business, due to the nature of our work, our employees are at risk, of exposure to asbestos or asbestos containing materials at clients' premises.

We need to control this potential hazard and we do this by;

- Seeking, as a matter of course, information from businesses on whose premises or on whose behalf we work about the potential presence of asbestos containing materials and their Asbestos Management Plan.
- Making this information available to our workforce.
- Making sure that our workers are trained and able to assess and identify materials that might contain asbestos, and that they know what to do if they come across them.
- Nominating senior staff members to manage this process and to develop and implement procedures, Safe Systems of Work and control measures.
- Where we know that asbestos containing materials are present, by making sure that our workforce is fully aware and that the work activity is arranged so as to avoid their disturbance.
- Employees and others adhering to the contents of procedures, control measures and Safe Systems of Work.
- Employing competent trained personnel.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from asbestos.

The personnel responsible for the asbestos register and all of the above measures are identified in the Responsibility Table of our Health and Safety Policy.

## **ASBESTOS AT WORK**

### **Duty to Identify, Control and Manage**

#### Action Check List

**To protect our workforce from the risk of exposure to asbestos from asbestos containing materials when working at other people's premises we need to;**

1. Ask to see a copy of an asbestos register and asbestos management plan at all business premises.
2. Identify whether the work we are engaged to do involves a risk of disturbing asbestos containing materials (ACMs).
3. Make sure this information is passed to the members of our workforce who are given the task.
4. Make sure our workforce has received asbestos awareness training and has the ability to identify potential ACMs, especially when working at domestic premises.
5. Give our workforce clear instruction about what to do in the event of disturbing materials that they suspect of containing asbestos.
6. Authorise our workers to stop work and call for advice when they discover materials that they suspect of containing asbestos.
7. Make sure that managers and supervisors have the knowledge and competence to properly respond to such situations.
8. Use licensed contractors for work involving the protection and removal of damaged ACMs.
9. Explain our arrangements to supervisors and workers. Ensure they are understood.
10. Implement this procedure and ensure that it is followed in practice.
11. Keep records of client premises where the presence of asbestos containing materials is likely.
12. Review the operation of this procedure at least annually.

Information and advice on the control and management of asbestos in buildings can be found in Guidance Note - 5-16.

## STRESS IN THE WORKPLACE

We recognise that we have a duty to take action to reduce and where reasonably practicable to eliminate ill health which is caused by work related stress.

We do this by;

- Nominating senior staff members to consider and manage the issue of work related stress.
- Developing and implementing a policy for identifying and managing work related stress.
- Involving our workforce in the development of this policy and our procedures.
- Providing information about the policy to all workers.
- Training Managers and Supervisors to recognise symptoms of work related stress.
- Ensuring that the policy is adopted and followed.
- Ensuring employees know what to do if they suspect they, or a colleague, are suffering from stress.
- Providing counselling or occupational health services and support.
- Monitoring and reviewing the policy and procedures; using our experience of operating these arrangements we aim to make improvements to the way we manage ill health caused by work related stress.

The personnel responsible for monitoring and implementing the above policy are identified in the Responsibility Table of our Health and Safety Policy.

## STRESS IN THE WORKPLACE

### Action Check List

**To protect our workforce from ill health caused by work related stress we need to;**

1. Assess our work activities to identify where and when workers or others may experience unacceptable levels of work related stress.
2. Prepare a stress policy and plan of action when a worker is identified as suffering ill health on account of work related stress.
3. Involve the workforce in developing the policy and plan of action.
4. Identify any control measures already in place and the additional measures or actions that may be required. Refer to published trade guidance and advice.
5. Consider among other issues;
  - a. The outward signs of stress;
    - i. emotional. Fatigue, anxiety, poor motivation in general.
    - ii. cognitive. Making mistakes, having accidents.
    - iii. behavioural. Deteriorating relationships with colleagues, irritability, indecisiveness, absenteeism, excessive smoking or drinking, overeating etc.
    - iv. physiological, Increased complaints about health - headaches, dizziness etc.
  - b. Stress risks assessments.
  - c. Support to an employee who is experiencing stress whether work related or not e.g. following a bereavement or separation.
  - d. The effect of new or changed roles without adequate training.
  - e. The effect of poor communication during times of change
  - f. Excessive workloads, long working hours, unsocial hours.
  - g. Working alone
  - h. Employees having to cover for the poor performance or attendance of colleagues.
  - i. Do employees have developmental opportunities.
  - j. Bullying and harassment by Managers, Supervisors and colleagues.
6. Develop procedures, programmes and practices tailored to our workplace.
7. Make sure that Managers and Supervisors understand the policy and procedure. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the policy and procedure and ensure that it is followed in practice.
10. Monitor and review the operation of the policy and procedure from time to time and following any case of ill health caused by work related stress, making changes to the procedure identified as necessary or beneficial.

Further advice and information on work related stress can be found in Guidance Note 5-18.

## CONTRACTOR CONTROL AND MANAGEMENT

To enhance the safety of our workforce and others, we implement effective methods to reduce the risks presented by the use of contractors and subcontractors.

We ascertain the competence of contractors and subcontractors and ensure our employees and others are adequately protected from the risks posed by situations where these groups are engaged and put systems into place to achieve this.

We do this by:

- Nominating senior staff members to coordinate and plan the selection of suitable, competent contractors or subcontractors.
- Requesting and reviewing the suitability and adequacy of the health and safety documentation submitted by the contractor or subcontractor.
- Checking the competence of contractors and subcontractors.
- Requesting a 'method statement' for the work.
- Ensuring that contractors and subcontractors adhere to their method statement and safety documentation.
- Ensuring that the contractors or subcontractors are aware of the procedures and risk assessments for any of our work processes that may affect them.
- Ensuring that contractors and subcontractors comply with our site specific company rules (**Safety Records**).
- Ensuring that any equipment used is inspected and tested at frequencies defined within current legislation and evidence of this can be supplied (**Safety Records**).
- Reviewing our own and contractors' systems.

The personnel responsible for the overseeing of contractors and subcontractors and the measures above are identified within the Responsibility Table of our Health and Safety Policy.

## CONTRACTOR CONTROL AND MANAGEMENT

### Action Check List

**To ensure the safety of our employees and others when we have contractors working on our premises we need to be sure of their ability to control of health and safety from their work. We need to;**

1. Assess the hazards and risks to our workforce that may be created by contractors working on our premises.
2. Assess the hazards and risks to the contractors from their presence on our premises.
3. Involve the workforce and the contractors in these assessments and in the identification of appropriate control measures.
4. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance, published Standards, etc.
5. Consider among other issues;
  - a. What will the contractor be doing? Where will they be doing it and when?
  - b. Does this put any of our staff at risk? Will our processes put the contractor or their staff at risk?
  - c. Should the contractor work only when our workforce is not present?
  - d. What knowledge do we have of the contractor's ability to manage health and safety?
  - e. Do we need to ask them to complete a pre-contract questionnaire or a method statement for the work?
  - f. Will they provide their own equipment - do they expect to use any of ours?
  - g. Will any plant they bring on site present risk to our workforce?
  - h. Does the place where the contractors will be working need to be fenced off to protect them from our work activities or vice versa?
  - i. Are their workers trained and competent?
  - j. Will the contractor's workers understand our rules, instructions and signs?
  - k. How well the contractor manages staff working on our site.
6. Develop procedures, programmes and practices for the times when contractors are working on our premises.
7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and following any incident, injury or case of ill health, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on health and safety during contract work can be found in Guidance Note 7-2.

## CONSTRUCTION DESIGN AND MANAGEMENT SUB-CONTRACTOR

We recognise that when we are appointed to act as a sub-contractor for construction work (including building maintenance, refurbishment and demolition) we have specific responsibilities under the Construction (Design and Management) Regulations 2015.

We have made arrangements to comply with our legal responsibilities by;

- Nominating an individual member of senior management to take responsibility for managing our input into each specific CDM project.
- Providing them with sufficient training and resources.
- Reviewing compliance with the regulations and health and safety standards on site both during and on completion of each project
- Making an assessment of the risks to workers from construction work.
- Developing in conjunction with the Principal Designer, Principal Contractor and Client strategies, procedures, Safe Systems of Work and control measures.
- Ensuring that these procedures and strategies are adopted by all parties.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage construction activities.

The person nominated with responsibility for overseeing these arrangements is identified within the Responsibility Table of our Health and Safety Policy.

## **CONSTRUCTION DESIGN AND MANAGEMENT SUB-CONTRACTOR**

### **Action Check List**

**When our company is in the role of a CDM sub-contractor the person we have designated to manage our input needs to ensure that;**

- All relevant personnel are suitably trained and competent.
- We co-operate and coordinate information and work with the client, principal designer, principal contractor and other parties involved in the construction design and management process so as to ensure the health and safety of construction workers and others who may be affected by the work.
- We take full account of the construction phase plan.
- All identifiable hazards and risks are managed accordingly.
- The general principles of prevention are taken into account and implemented for all aspects of the work.
- All work duties are correctly planned, managed and monitored.
- All our workers are competent – including our sub-contractors.
- Our workers are trained to the required level.
- Information is provided to the workers.
- There are adequate welfare facilities for the workers.
- Our managers understand our rules and arrangements and manage competently.

**When a project is notifiable we will need to take these additional measures;**

- Check that the client is aware of duties imposed, that a principal designer and principal contractor have been appointed and that the HSE has been notified prior to work commencing.
- Co-operate with the principal designer and principal contractor in planning and managing work, including reasonable directions and site specific rules.
- Provide details of our sub-contractors to the principal designer and principal contractor.
- Provide any information needed for the health and safety file.
- Inform the principal contractor of problems with the construction phase plan.
- Inform the principal contractor of reportable accidents, diseases and dangerous occurrences.

Advice and guidance on the Construction (Design and Management) Regulations 2015 can be found in Guidance Note 7-4.